

Calendar Smarts - RSVP

Your website allows you to create an RSVP for your calendar events. The RSVPs can then be exported to a .csv for use outside your site.

1. CALENDAR - Events
Create New or Edit existing event

Manage Events

The Event has been saved

<input type="checkbox"/>	Name	Category	Start Date	End Date	Start Time	End Time	Location	Attendees	Tickets Sold	Actions
<input type="checkbox"/>	Crazy Hair Day		12/10/2015	12/10/2015	08:55:am	03:25:pm		0	0	
<input type="checkbox"/>	Prep Zoo Excursion		07/10/2015	07/10/2015	09:00:am	03:00:pm	Melbourne Zoo	0	0	
<input type="checkbox"/>	P-4 Swimming Program		06/10/2015	09/10/2015	09:00:am	12:00:pm		0	0	

2. Enter the relevant details for your event – if you have added a location, choose this from your drop down menu.

Add/Edit Your Events

Name of Event:

Add/Edit the name of this Event. Choose a name that indicates the topic and nature of the event.

Describe the Event:

Styles | Format | Font Family | Font Size

The Preps will be going on an excursion to the zoo. We are looking forward to seeing animals a wide variety of animals and describing their similarities and differences. This excursion will require parent helpers, please indicate if you are available by clicking on the RSVP button.

Start Date:

End Date:

Start Time: :

End Time: :

Choose to Repeat Events: Tick this box to repeat the event daily, weekly or monthly.

Website:

Please to start with "http://" If you have created another webpage all about the event, enter the website address here.

Choose Location:

Choose Coordinator:

Select Event Category:

Calendar Smarts - RSVP

3. It is preferable that you select a co-ordinator for the event. This will allow enquiries to be directed to the appropriate staff member. If you don't already have the details in the CMS – you can **“Create A New Co-ordinator”**

The screenshot shows a form with the following fields:

- Website:**
Please to start with "http://"

If you have created another webpage all about the event, enter the website address here.
- Choose Location:**
- Choose Coordinator:**
 - Choose A Coordinator
 - Create A New Coordinator**
- RSVP Required?:**

A blue arrow points to the 'Choose Coordinator' dropdown menu.

Below this, a modal form for creating a new coordinator is shown with the following fields:

- First Name:**
- Last Name:**
- Email:**
- Buttons:** Save, Cancel

4. When the relevant details are filled in then tick the box **RSVP Required** and update your event.

The screenshot shows the form with the following fields:

- Choose Coordinator:**
- Choose Another Coordinator:**
- RSVP Required?:**
- Select Event Category:**

A blue arrow points to the 'RSVP Required?' checkbox.

Below this, a 'Ticketing Details' section is shown with the following fields:

- Buttons:** Update, Cancel

Calendar Smarts - RSVP

5. Visit your site and test out the RSVP Function.

Events for October 07, 2015

[P-4 Swimming Program](#)

Time: 09:00:am - 12:00:pm

[Prep Zoo Excursion](#)

Time: 09:00:am - 03:00:pm

The Preps will be going on an excursion to the Melbourne Zoo. Bus departs at 9am and returns at 3pm. Bring your hat and your lunch in a marked plastic bag

6. The first 200 characters are shown on the landing screen – click on the event name to view the rest.

Prep Zoo Excursion

Date October 07,2015

Time 09:00:am - 03:00:pm

Location Melbourne Zoo

URL <http://www.zoo.org.au/melbourne>

Coordinator Sinead Bannon, sinead.b@sponsor-ed.com.au

The Preps will be going on an excursion to the Melbourne Zoo. Bus departs at 9am and returns at 3pm. Bring your hat and your lunch in a marked plastic bag.

[Save this event to my calendar](#)

[Print Event Details](#)

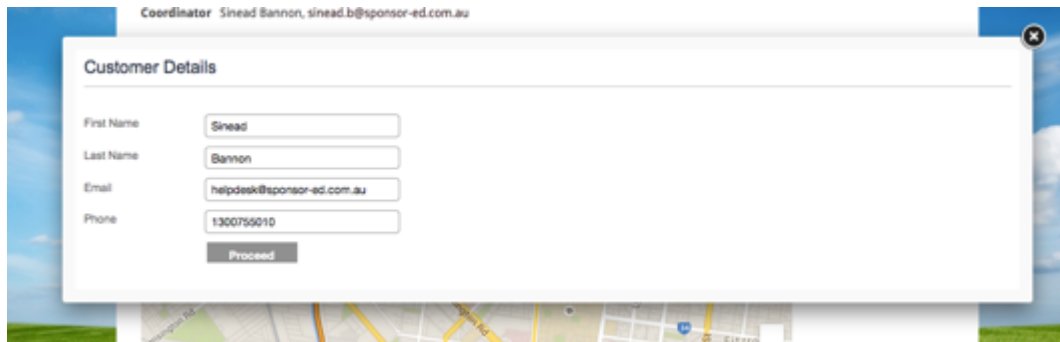
[RSVP Here](#)



7. You will notice the event co-ordinator's email address is displayed. Your audience can direct enquiries to them. To RSVP to the event – click on the "RSVP Here button".

Calendar Smarts - RSVP

- When a user clicks on RSVP they will need to fill out the details below and click **“Proceed”**.



Coordinator: Sinead Bannon, sinead.b@sponsor-ed.com.au

Customer Details

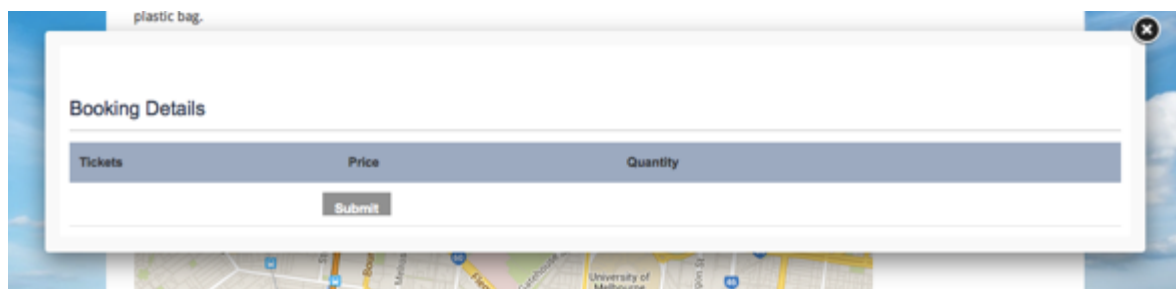
First Name:

Last Name:

Email:

Phone:

- A “Booking Details” page will pop up – click on **submit**.

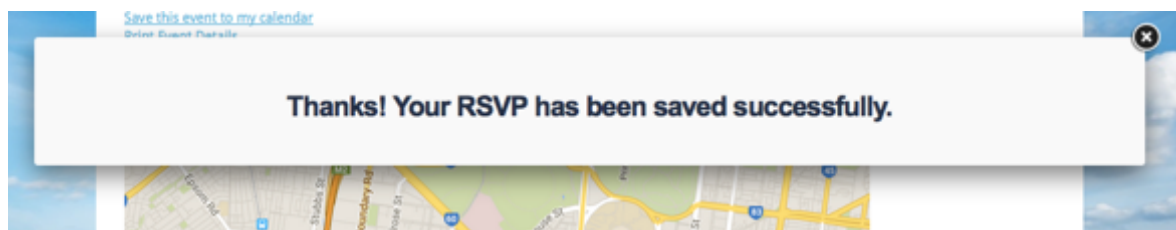


plastic bag.

Booking Details

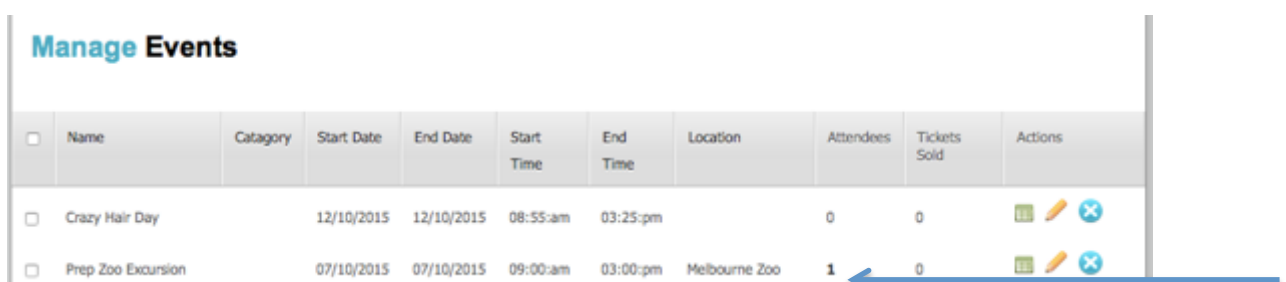
Tickets	Price	Quantity

- They will receive a confirmation message.



Now, as an administrator, it is time to view and export your RSVPs.

- EVENTS – scroll to the event in question. In Attendees you will see a **bold** number.

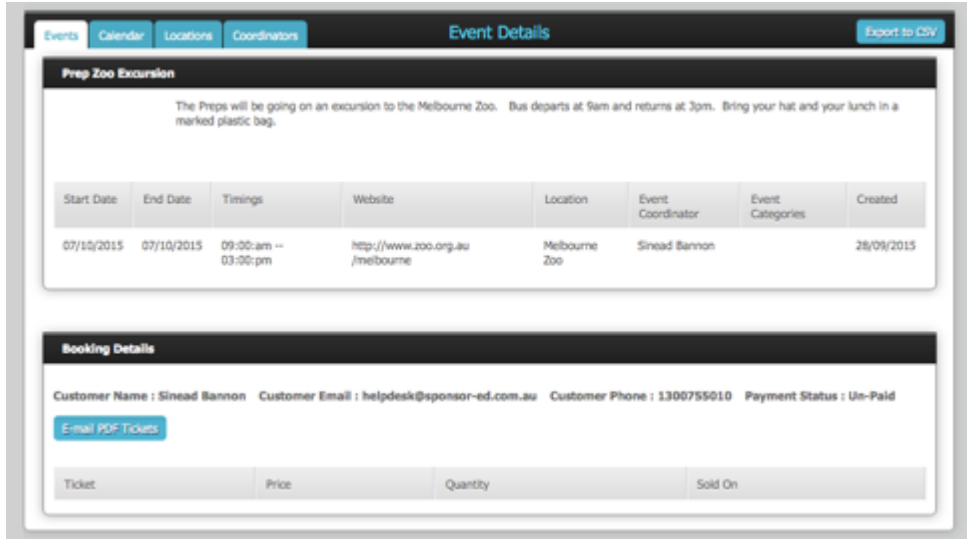


Manage Events

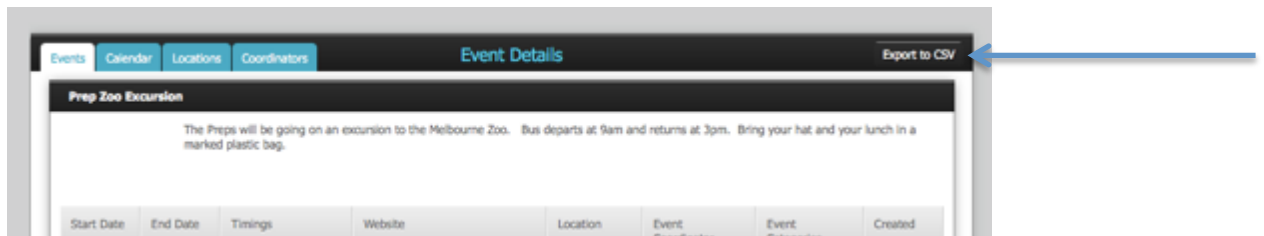
<input type="checkbox"/>	Name	Category	Start Date	End Date	Start Time	End Time	Location	Attendees	Tickets Sold	Actions
<input type="checkbox"/>	Crazy Hair Day		12/10/2015	12/10/2015	08:55:am	03:25:pm		0	0	
<input type="checkbox"/>	Prep Zoo Excursion		07/10/2015	07/10/2015	09:00:am	03:00:pm	Melbourne Zoo	1	0	

Calendar Smarts - RSVP

2. Click on this number to view the RSVP details.



3. Click on EXPORT TO CSV.



4. The file will open in Excel to save or modify to your needs.

H12

Event	Event Date	Customer Name	Customer e-mail	Customer Phone	Payment Sta	Ticket	Ticket No.	Price	Quantity	Sold On
Prep Zoo Excursion	7/10/15	Sinead Bannon	helpdesk@sponsor-ed.com.au	1300755010	Un-Paid					