Messaging RSVP Respondents
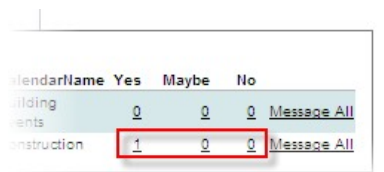
Messaging RSVP Respondents:

1. Go to **Control Panel** > **My Workspace** > **Calendars**.
2. Click on the **RSVP Dashboard** tab.
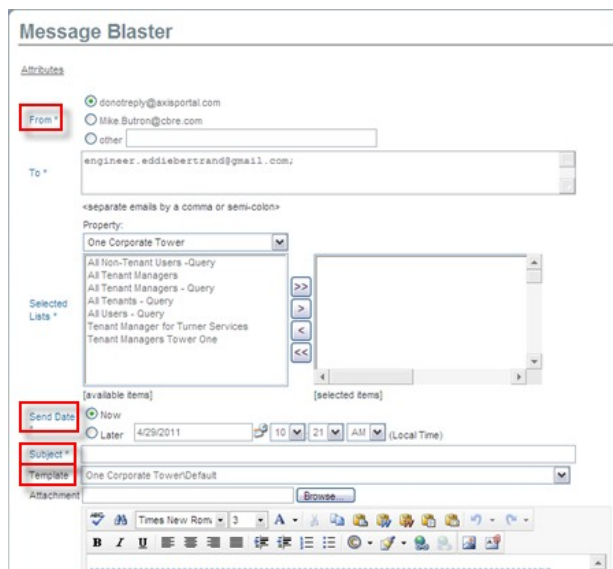3. To message all event respondents, locate the desired upcoming event and click on **Message All**.

4. To message select (**Yes**, **Maybe**, or **No**) RSVP respondents, click on the response number associated with a specific event.

5. You will then be redirected to the **Message Blaster** with all associated information pre-filled out. Fill out all other required information:
   a. Select a **From** email address, **Send Date**, **Subject**, and **Template**.
   b. Enter your desired **Message** into the text box. A default event information dialogue box with an "**add event to my Outlook calendar**" link is automatically inserted.
6. Click on **Preview** to ensure message is to your liking and then click on **Send**.
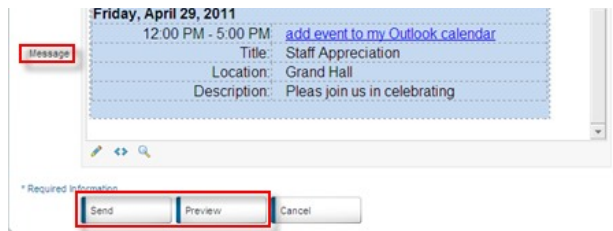
Note:

- If you opted to have the Message Blast sent at a future date, it will be saved under the **Pending Messages** list of the **Message Blaster** system and will remain there until it has been sent out or removed.
- Refer to Edit/ Remove Pending or Recurring Message for more information.