Messaging RSVP Respondents

Control Panel > My Workspace > Calendars

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.

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- 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.

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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.