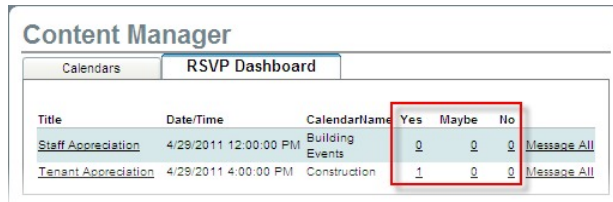


Tracking RSVPs

[Control Panel](#) > [My Workspace](#) > [Calendars](#)

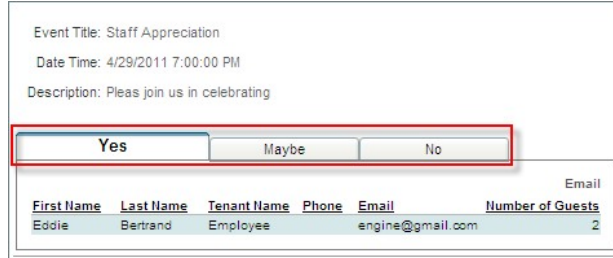
Tracking RSVPs:

1. Go to **Control Panel > My Workspace > Calendars**.
2. Click on the **RSVP Dashboard** tab. RSVP enabled events will be listed according to **Calendar Name**.
3. The **Yes**, **Maybe**, and **No** columns give you a quick look at the pending attendance status.
4. To view individual users' responses, click on the number associated with the **Yes**, **Maybe**, or **No** columns.



Title	Date/Time	CalendarName	Yes	Maybe	No	
Staff Appreciation	4/29/2011 12:00:00 PM	Building Events	0	0	0	Message All
Tenant Appreciation	4/29/2011 4:00:00 PM	Construction	1	0	0	Message All

5. A window will pop-up listing all of the **Yes**, **Maybe**, and **No** responses according to **Name**, **Tenant Name**, **Phone**, **Email**, and **Number of Guests**. Select the different tabs to view the individual responses.



Event Title: Staff Appreciation
Date Time: 4/29/2011 7:00:00 PM
Description: Pleas join us in celebrating

Yes Maybe No

First Name	Last Name	Tenant Name	Phone	Email	Number of Guests
Eddie	Bertrand	Employee		engine@gmail.com	2