Tracking RSVPs

Control Panel > My Workspace > Calendars

Tracking RSVPs:

- 1. Go to Control Panel > My Workspace > Calendars.
- 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.

Calendars	RSVP Dashboa	rd				
Title	Date/Time	CalendarName	Yes	Maybe	No	1
		Building				
Staff Appreciation	4/29/2011 12:00:00 PM	Events	<u>0</u>	<u>0</u>	<u>o</u>	Message Al

 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.

Date Time: 4	4/ <mark>29/</mark> 2011 7:00	:00 PM				
Description: F	^o leas join us in	celebrating				
Ŷ	es	Mayt	be .	No		
Y.	es	Mayt	Phone	No	Number of	Ema