The New RSVP System

SIR — SOCIAL ACTIVITIES FOR MEN

Branch 49
Folsom, California

Make Friends For Life

Goals of the New RSVP System

- Get a more accurate count of the number of lunches needed for our monthly meetings

- Simple, easy to use system for members to RSVP our monthly meetings.

- Streamline the process for our volunteers who work behind the scenes

- A cost-free system using google forms

How System Will Work

1. An email will be sent out each month to all Branch 49 members.

2. The email will contain a link to the sign-up form.

3. The form will also be available at the Branch 49 website located on the luncheon page.

4. The form will be active until three days before the meeting at which time it will be locked and you will not be able to use the RSVP form.

5. Any changes to your RSVP can be done until the form is locked after which time a phone call will be necessary to make changes.

The RSVP Form

The first part of the form requires that you answer three questions in order to submit it.

1. Provide your email address

2. Fill in your name (i.e. John Doe)

3. Pick one of three choices

SIR Branch 49 Event Registration

Event Timing: TBD
Event Address: Folsom Community Center 52 Natoma St, Folsom, CA 95630
Contact Bob Reilly at: (916) 988-1040 labador@pacbell.net

sirbranch49@gmail.com Switch account

* Indicates required question

Email *

Your email

Your Name: *

Your answer

Please answer one of the following: *

○ I will attend the meeting and have lunch.

○ I will attend the meeting but I am not having lunch.

○ I will not be attending the meeting.

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* Indicates required question

Email *

Your email

Your Name: *

Your answer

Please answer one of the following: *

⭕ I will attend the meeting and have lunch.

⭕ I will attend the meeting but I am not having lunch.

⭕ I will not be attending the meeting.

The RSVP Form

- The second part of the form allows you to register a guest.

- It is not required that you fill this section of the form out to be able to submit it.

- Your guests name and lunch preference will need to be answered.

- Once the form is completed, pressing the submit button will register your RSVP.

Will you be bringing a guest?

○ Yes

○ No

Guests Name:

Your answer

Will your guest be eating lunch?

○ Yes

○ No

Submit   Clear form

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Google Forms

Will you be bringing a quest?

- ◯ Yes
- ◯ No

Guests Name:

Your answer

Will your guest be eating lunch?

- ◯ Yes
- ◯ No

Submit
Clear form

The RSVP Form

- After submitting the form, you will be presented with a confirmation screen. A link on this page will allow you to edit your response and resubmit it.

- After submitting the form, an email will be automatically sent to the email address you provided which contains your response and well as a link which allows you to edit your response.

- As a reminder, three days before the event, the form will be locked and you will not be able to make changes. A phone call will be required to make changes at this point.

SIR Branch 49 Event Registration

We have received your registration.
Thank you for your response.

Edit your response

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Google Forms

Google Forms

Thanks for filling out **SIR Branch 49 Event Registration**

Here's what was received.

Edit response

SIR Branch 49 Event Registration

Event Timing: TBD
Event Address: Folsom Community Center 52 Natoma St, Folsom, CA 95630
Contact Bob Reilly at: (916) 988-1040 labador@pacbell.net

Email *

khammon1955@gmail.com

Your Name: *

The Dude

Please answer one of the following: *

I will attend the meeting and have lunch.

I will attend the meeting but I am not having lunch.

I will not be attending the meeting.

Questions?