The New RSVP System



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



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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	0
* Indicates required question	
Email *	
Your 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.	
That hot be discharg the meeting.	
Will you be bringing a quest?	
O Yes	
O No	
Guests Name:	
Your answer	
Tour answer	
Will your guest be eating lunch?	
○ Yes	
O No	
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Submit	Clear for
Never submit passwords through Google Forms.	
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Georgia Farran	

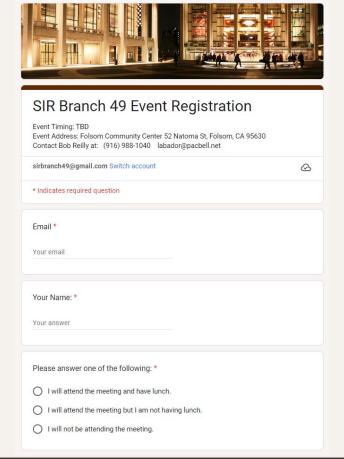
How System Will Work

- 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



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* Indicates required question

Email *

Your email

Your Name:		
Your answer		
Please ansv	er one of the following: *	
I will att	nd the meeting and have lunch.	
_	nd the meeting and have lunch. nd the meeting but I am not having lu	unch.

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 quest? Yes No
Guests Name: Your answer
Will your guest be eating lunch? Yes No
Submit Clear form Never submit passwords through Google Forms.
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Will you be bringing a qu	est?	
O Yes		
○ No		
Guests Name:		
Your answer		
Will your guest be eating	lunch?	
○ Yes		

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

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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?