

1) Your Invite Email will look like this. **Click on RSVP for this Event**



Golf Course: Ken McDonald
Date: Tuesday, November 29, 2022
Tee Times: 7:57 AM, 8:06 AM, 8:15 AM, ...



RSVP for this Event

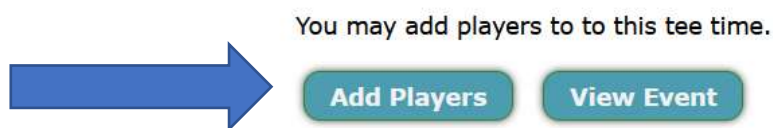
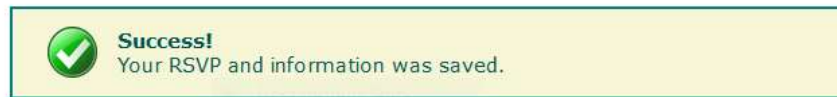
All Events

2) After you click on RSVP for this Event you will be taken to this screen. On this screen you will see all available tee times. Once you have decided what time you want to play, be sure to change the Tee Time to the **CORRECT** time by clicking on the Tee Time button. Select Walking or Riding then click **RSVP Yes**.

The image is a screenshot of a web form titled 'Please RSVP' in red text. The form contains several fields: 'Name' with the value 'Cindy S', 'Email' with 'castempe@aol.com', and an empty 'Comment' field. Below these are two dropdown menus: 'Tee Time' set to '10:12 AM' and 'Walking or riding' set to 'Please select..'. At the bottom of the form are two buttons: 'RSVP Yes' and 'RSVP No'. A blue arrow points from the left towards the 'RSVP Yes' button. Another blue arrow points from the right towards the 'Tee Time' dropdown menu. To the right of the form, a separate box contains the text 'Be sure to change your tee time here' in red.

Click on RSVP Yes to sign up.

3) After you RSVP Yes you will be taken to this screen – you are now signed up! If you want to add other players to your tee time, then click on the Add Players button. If you don't want to add anyone to your tee time, then you are done! You can go back to View Event and see that you are signed up.



You may add players to to this tee time.

Press the **Add Players** button before the timer expires to maintain exclusive access for this tee time.

0m 18s



4) After you click on the Add Players button you will then be taken to this screen where you can select the player you want to add and then click the Update button.

If you are adding more than one player, select all the players you want to add and then click the Update button. If you cannot find a player in the drop down box, it means they have already signed up.

Also, you must select riding or walking for each player to complete the process. Don't worry if you don't know for sure, just pick one.

Golf Course: Ken McDonald
Date: Tuesday, November 29th, 2022
Note: Eclectic - Final Round

Tee Time 10:30 AM

Walking or riding

- 1. Cindy S Walking
- 2.
- 3.
- 4.

[Update](#) [View Event](#)

Select all of the players you want to add at one time and then click Update.

5) Once you RSVP you will receive an RSVP Update email that looks like this. **Keep this email so that you can go back to make changes if you want to.** Simply click on Event Status and it will take you to the tee sheet where you can see every tee time and who has signed up.



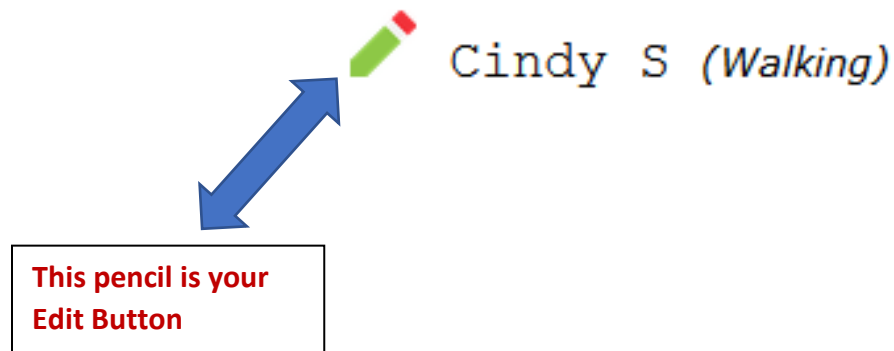
Golf Course: Ken McDonald
Date: Tuesday, November 29, 2022
Tee Time: 10:30 AM

Your RSVP is "YES"

[Event Status](#) [All Events](#)

TO MAKE CHANGES TO YOUR TEE TIME OR TO CANCEL YOUR TEE TIME

When you click on Event Status and go back to the tee sheet you can make any change to your tee time. You do so by clicking on the Pencil by your name. That is your edit button! **Click on the pencil next to your name to change your tee time or cancel your tee time.**



After you click on the pencil you will be taken to a screen that looks like this. To Change your tee time go to the Tee Time Box and select the time you want. After you have selected the time, click RSVP Yes. To cancel your tee time simply click on RSVP No.



Edit RSVP

Golf Course: Ken McDonald
Date: Tuesday, November 29th, 2022
Note: Eclectic - Final Round

Name:

Email:

Comment:

Tee Time: ▾

Walking or riding ▾

Change your
tee time here
and click
RSVP Yes

RSVP Yes

RSVP NO

[View your Event](#)

Like 29

Share

To Cancel
simply click
RSVP NO