



How To Create The RSVP Page



Simplify Guest Management

The RSVP page makes it simple for guests to **let you know if their plans change**, and also lets you **collect RSVPs for extra events** like a welcome party, brunch, or weekend excursions.

Step-by-Step Instructions

1. Go to **My Events**.
2. Tap **View Details**.
3. Click on **RSVP**.
4.  **Reminder:** Make sure your **Schedule tab** is built first so all other events (welcome party, brunch, etc.) link properly to the RSVP page.
5. On the **left side**, under **Manage RSVP**:
 - The **top note section** lets you add a message for guests who've already RSVP'd "Yes" — giving them a way to update you if their plans change.
 - The **bottom note section** allows you to share information or collect RSVPs for **other scheduled events** (like your welcome party, rehearsal dinner, or brunch).
6. On the **right side**, you'll find the **RSVP section**, where **admins** can view and manage all RSVP lists for the wedding and any linked events.



Tips & Tricks

- **Build your Schedule first** — this ensures your RSVP page links to each event correctly.
- Use the **top note section** for updates from guests who may need to change their attendance.
- Use the **bottom note section** to clearly explain which **additional events** guests can RSVP for.

Access your **main wedding RSVPs** anytime in the **Guests tab**.