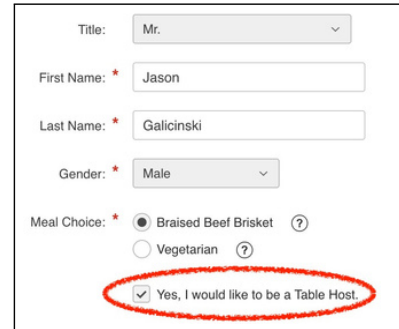


# How to Invite & Register Guests as a Table Host

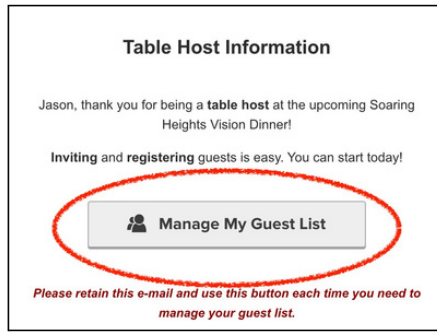
Thank you for being a Table Host at our upcoming Be The Story | Vision Dinner! This page outlines how to invite and register your guests as a Table Host. If you have any questions, please contact Roxie Rahn, Table Host Coordinator, by email at roxie@siouxlandyfc.org or direct phone at (712) 546-6311.

## Becoming a Table Host

If you haven't registered for our dinner (check with the Table Host Coordinator), please register on FundEasy (our dinner registration software) by following the instructions under the "Registering Guests Manually" section of this document, but DO mark yourself as a Table Host. After registration, you should receive two emails. One of these is a confirmation email, but the other contains a special link to your personal Guest List Manager. DO NOT delete this email.



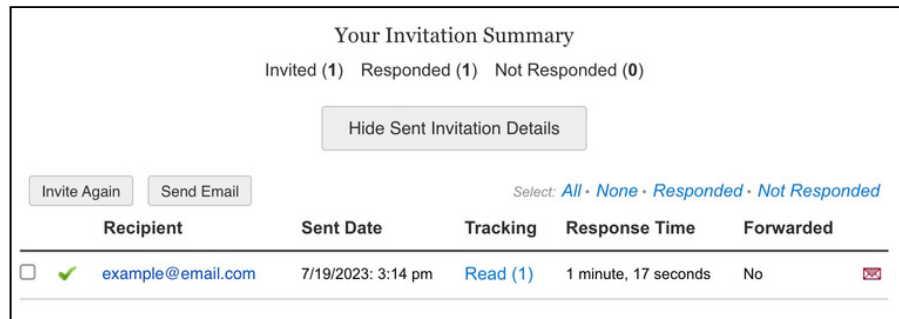
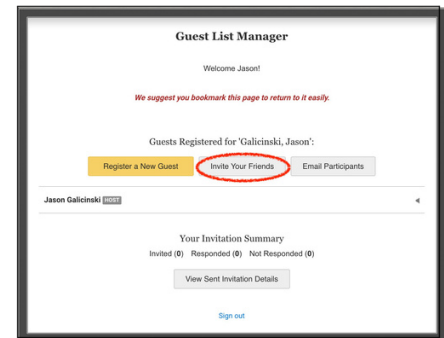
The screenshot shows a registration form with the following fields: Title (Mr.), First Name (Jason), Last Name (Galicinski), Gender (Male), and Meal Choice (Braised Beef Brisket). The checkbox "Yes, I would like to be a Table Host" is checked and circled in red.



To view your Guest List Manager, click the button that says "Manage My Guest List". This will lead you to a separate page where you can register guests, invite friends, view invitation details, and cancel or edit registrations.

## Inviting Guests

To invite a guest, click the button labeled "Invite Your Friends" within your Guest List Manager. This will lead to a new page with two windows: one of which allows you to enter emails, and another which lets you add a personalized note to your invitation email - which we highly recommend. You can add up to 50 emails to your list (separated by commas), but please keep in mind that the note you write will be sent to each of these emails. After writing your note, please review your email by clicking "Preview Email" before sending. You cannot change anything in this email other than your personal note - the format of the email has already been set. After reviewing your email and making any necessary edits, click "Send Invitations". After sending, you will be brought back to your Guest List Manager. From here, you can click "View Sent Invitation Details" to check on the progress of your email. This dropdown menu will tell you who you have invited, the date you invited them, their activity on your email (i.e. sent, unread, read, forward), and their response time. This information will be included for each person you invite. Note that under "View Sent Invitation Details" you can also select groups of people based on their response information and click "Invite Again" or "Send Email" to mass-contact those people or to re-invite guests (clicking "Invite Again" will bring you to the same page as "Invite Your Friends", but their email addresses are pre-filled).

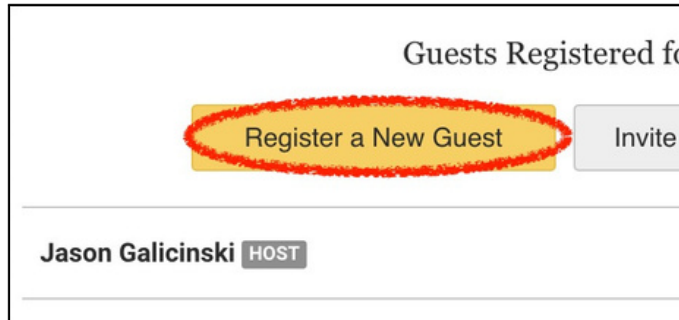


The screenshot shows the "Your Invitation Summary" table. It has a header with "Invited (1) Responded (1) Not Responded (0)" and a "Hide Sent Invitation Details" button. Below are buttons for "Invite Again" and "Send Email", and a "Select" dropdown menu set to "All". The table has columns for Recipient, Sent Date, Tracking, Response Time, and Forwarded.

Recipient	Sent Date	Tracking	Response Time	Forwarded
<input type="checkbox"/> ✓ example@email.com	7/19/2023: 3:14 pm	Read (1)	1 minute, 17 seconds	No



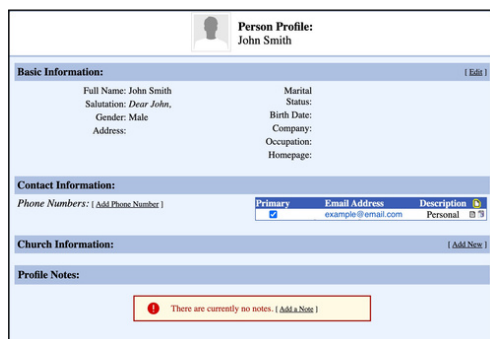
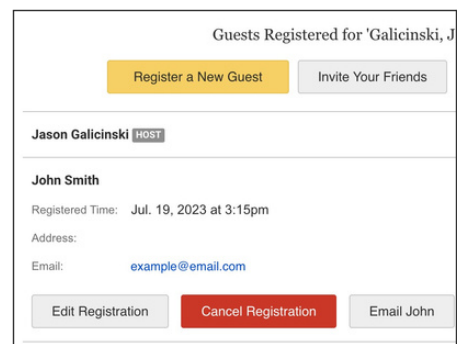
## Registering Guests Manually



To register guests manually, click the “Register a New Guest” button. This will lead you to a full registration page. When you fill out their information and click “Finished” your guest will be added as if they had responded to an invitation, and you will be redirected to the Guest List Manager page. DO NOT check off the Table Host button! After manually registering a guest, they will receive a confirmation email that includes the full event details. Unlike clicking “Invite Your Friends”, this email will not include an option to decline the invitation; however, they may contact Christine Jones, Registration Coordinator ([chris@siouxlandyfc.org](mailto:chris@siouxlandyfc.org)) if they are no longer able to attend the event

## Editing and Canceling Registrations

Using the Guest List Manager, you can also edit registration information. To do so, click the caret to the right of their name. This will open up an expanded view of their information with a few options, including “Edit Registration” and “Cancel Registration”. Clicking “Edit Registration” will open up a new window containing the current attendee’s personal information. These fields will only be filled out if they were completed during registration; however, in this window, you can edit any of this information.



After you close the Person Profile window, you will be sent back to the Guest List Manager, and the information you have edited should automatically be updated. To cancel a registrant, simply click “Cancel Registration”. You will be notified that this action cannot be undone, and then the selected registrant will be removed from your Guest List. Note that they will not receive an email that their registration has been canceled, so please contact them manually.

## Need More Help?

If your Guest List Manager page ever logs out or gives you an error code, re-enter the Guest List Manager by closing the tab and re-opening the software via the link in your original Table Host email (subject line: SYFC Vision Dinner Online Registration). If you lose this email, contact the Table Host Coordinator and ask for it to be sent to you again.