EVITE PROCESS

Sign in to Evite account

Select a new invitation format from their inventory or use one already in our account

Open new/copy old and modify as necessary (fields are limited in number of characters so chose wording carefully

Create title for new or use tittle on old, add “See Host Message Below” for details

Select “Event Type”

Make sure “VIP Club MN is in the beginning of the “Hosted By” line

Set event date and time

Phone number of contact person

Location of event

Address of event

Add “Message From Host” to provide details (cost, menu, due date for RSVP, etc.).

Create name/e-mail address list on an Excel spreadsheet (no column headings), 2 columns, name (last name first) in one column and e-mail address in the second column. I use the name and e-mail columns in the Membership File by combining the last and first names into one column by using the following Excel formula:

=Cell X&” ”&Cell Y (where X is the last name and Y is the first name) then do a copy and paste(123) to eliminate the formula.

Upload to the Evite being created.

Final review of Evite and send (can be saved when being worked on before sending).

E-mail notices are sent to e-mail address for each RSVP which can be deleted because the data is available when you go to “manage invitation”.

Download the RSVP return info as needed (can be converted to Excel spread sheet format).