

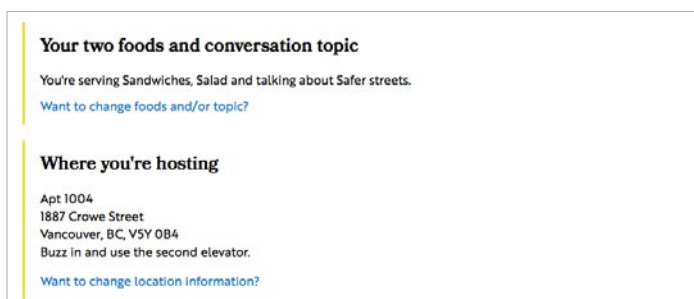
Host Invitations

Instructions for Steps 5 & 6

Creating the invite (Step 5)

Now it's time to start creating your personal invite for your guests!

1. In steps 1-4, ensure you have completed all required fields.
2. Begin step 5 by confirming your foods, topic, and venue are all correct. (fig.01)



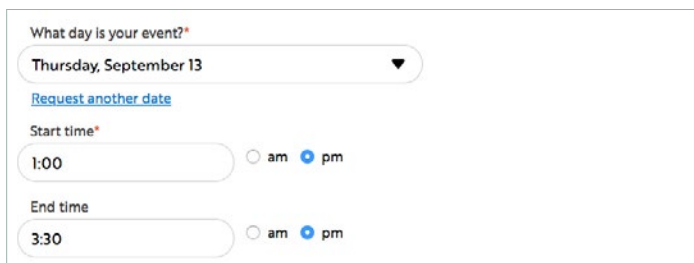
Your two foods and conversation topic
You're serving Sandwiches, Salad and talking about Safer streets.
[Want to change foods and/or topic?](#)

Where you're hosting
Apt 1004
1887 Crowe Street
Vancouver, BC, V5Y 0B4
Buzz in and use the second elevator.
[Want to change location information?](#)

fig. 01: Review of the information inputted from steps 3 and 4

3. Select the date and time you will be holding your On the Table event.

Sept. 13th is the recommended date, however if you are unable to host that day, we welcome you to hold your event any time up to Sept. 16th which can be selected from the drop down menu. (fig.02)



What day is your event?*

Thursday, September 13

[Request another date](#)

Start time*

1:00 am pm

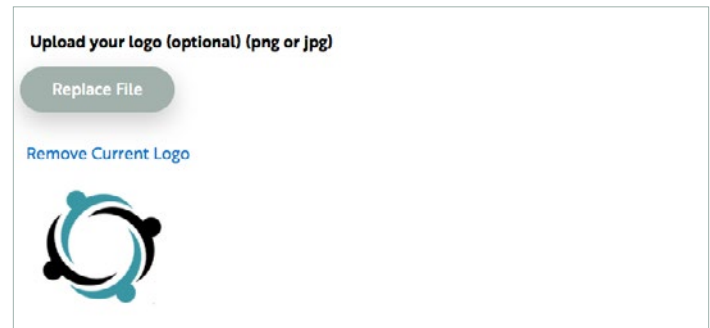
End time

3:30 am pm

fig. 02: Showing drop down menu to select other dates

4. Write a message to all your guests describing your event or any other details you wish to share with them in the 'Personal Message' text box.

5. ***Optional***
If you are holding an event on behalf of your business or organization you are able to upload a logo at this time. (fig.03)



Upload your logo (optional) (png or jpg)

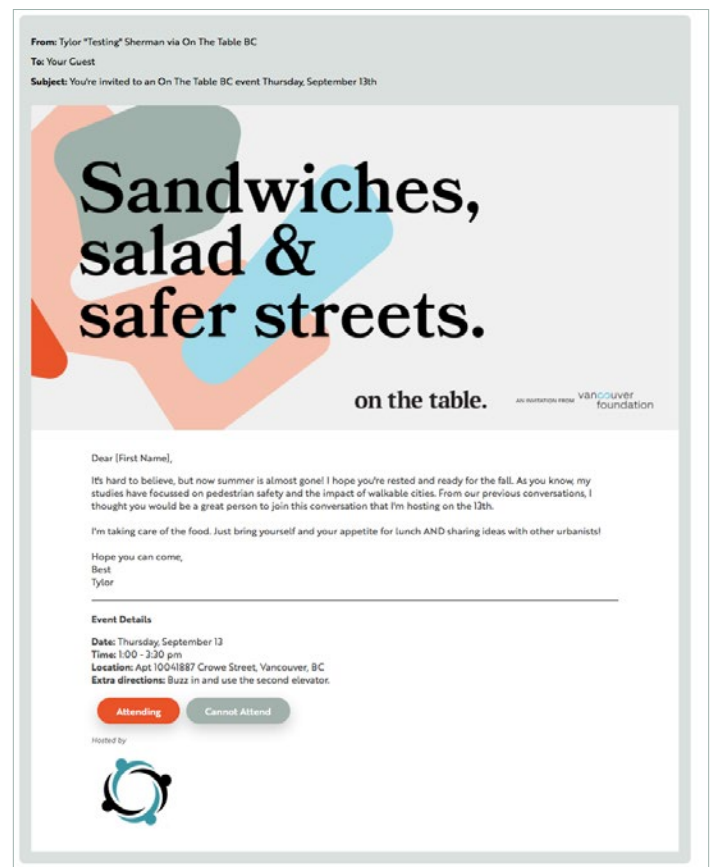
Replace File

Remove Current Logo



fig. 03: uploading an image (ie. jpg or png) file to display logo

6. You can now view a preview of your personal invite that will be sent out once you have confirmed your guest list. (fig. 04)



From: Tylor "Testing" Sherman via On The Table BC
To: Your Guest
Subject: You're invited to an On The Table BC event Thursday, September 13th

Sandwiches, salad & safer streets.

on the table. an on the table vanCOUVER foundation

Dear [First Name],

It's hard to believe, but now summer is almost gone! I hope you're rested and ready for the fall. As you know, my studies have focussed on pedestrian safety and the impact of walkable cities. From our previous conversations, I thought you would be a great person to join this conversation that I'm hosting on the 13th.

I'm taking care of the food. Just bring yourself and your appetite for lunch AND sharing ideas with other urbanists!

Hope you can come,
Best,
Tylor

Event Details
Date: Thursday, September 13
Time: 1:00 - 3:30 pm
Location: Apt 10041887 Crowe Street, Vancouver, BC
Extra directions: Buzz in and use the second elevator.

Attending Cannot Attend

Hosted by




fig. 04: completed preview of an On the Table invite

Creating your guest list (Step 6)

Now it's time send invitations to your guests!

The On the Table guest list is divided into two sections: people you have invited, and people on a waitlist who you might choose to invite later. This is useful if you have some people that you will only invite if others cannot attend.

1. In Step 6, To send an invite to a guest enter their first and last names along with their email into the text boxes provided. (fig. 05)

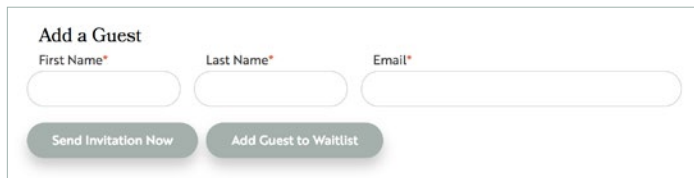


fig. 05

2. Once the names and email is entered you can click 'Send Invitation Now' to send an invite to this person.
3. Alternatively, if you're not ready to send an invite to a person at this time you can click 'Add Guest to Waitlist' to store them in the system for later. (fig. 07)
4. Once you are ready to send an invite to a guest on your waitlist click 'Send Invitation' next to their email. (fig. 06)




fig. 06: click the highlighted button to send a guest on the waitlist an invitation.

How to edit a guest

1. To edit a guest click the 'Update Info/RSVP' button (fig.07)




fig. 07. click the highlighted button to begin editing this guests information.

2. You can now edit the hosts name, email and their RSVP status.
3. Once you're done editing click the 'Done' button
4. Additionally, if you wish to delete a guest from your list click the 'Remove from Guest List' button

If your guest has failed to receive their invite.

1. If your guest did not receive their invite first ask them to check their junk/spam folder
2. If no invite is found in the junk/spam folder locate this specific guest in your guest list and click 'Copy Invite Link'. (fig.08)

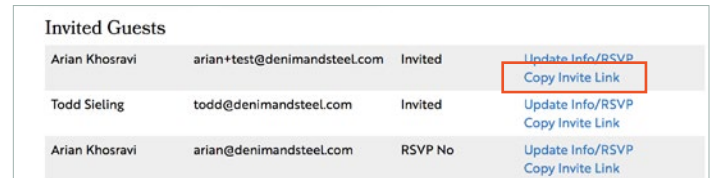


fig. 08: click the highlighted button to copy the web link to this guests invite.

3. From here you can paste this web link into a new email or send via text message to your guest.

If you have any further questions regarding creating your invitations or managing your guest list please contact: host@onthetablebc.com

on the table.