





Mark Attendance

Basic Course:

An Attendee receives an email from a trip coordinator. They then can click a button on that email, to take them to a page where they can either confirm or deny the invite. Their response will be recorded and the events attendee list will be updated. This will also send a confirmation email or cancelation email.

Alternate Course:

Ignoring the email for an extended period of time will result in a resend and eventually a flat rejection.

If the attendee has been removed from the event list before they try to confirm, the confirm page should display that they have been removed from the list.



