



St Nick's Activity RSVP

Providing automated RSVP services, so we can say goodbye to all those emails!

**“A”
standard**

**EXAMPLE
VIDEO
CONTENT**

The Problem

St Nick's runs monthly activities for Young Carers (e.g. ice skating, laser tag) with the help of volunteers, but it involves:

- A large number of emails being sent to Young Carers who are invited to the activity
- A large number of emails being sent to volunteers
- Checking the inbox regularly, and updating the list of attendees (both Young Carers and Volunteers)
- Liaising with the activity organiser, and providing them with contact details for volunteers
- Flagging a potential issue if there are not enough volunteers, registered, so another email might be sent out

Solution, Target Audience, Benefits

An Activity RSVP App is the ultimate solution, providing benefits to both Young Carers and Volunteers:

- Emails can be replaced with customised app notifications and/or customised emails can be automated
- Attendance lists can be generated automatically
- In addition to managing RSVPs, the app could be used to track when Young Carers signed in or out, for duty of care purposes
- Contact lists, venue details, upcoming events, etc are easily accessible in the app
- Feedback, surveys/polls, FAQs and communication between attendees and event organisers could easily be managed in the app
- If there are any action items required, such as sending another email if there are not enough volunteers, automated alerts and/or actions can be carried out
- Automated statistics and analysis of attendance data provide useful insights such as highlighting popular activities



Say yes to the ultimate time saving experience!



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Inputs

- **Long term data:** Spreadsheets about volunteers, young carers, potential activities + venue details, invitation templates
- **Activity specific data:** What, Date, Time, Where, Activity Leader, RSVPs, sign in and sign out, special considerations such as dietary requirements

Outputs

- **For all users:** Activity Invites, Upcoming Activities
- **For event coordinators & volunteers:** Volunteer attendance lists + contact details, Young Carer list
- **For young carers:** Contact details of event coordinator

Processing and Storage

Initial Setup

1. Store volunteer and young carer data into the app's storage (hard coded or with a different app)
2. Store the details of previously run activities into a list, including venue details, cost, images, etc..
3. Store the wording and structure of an invitation template

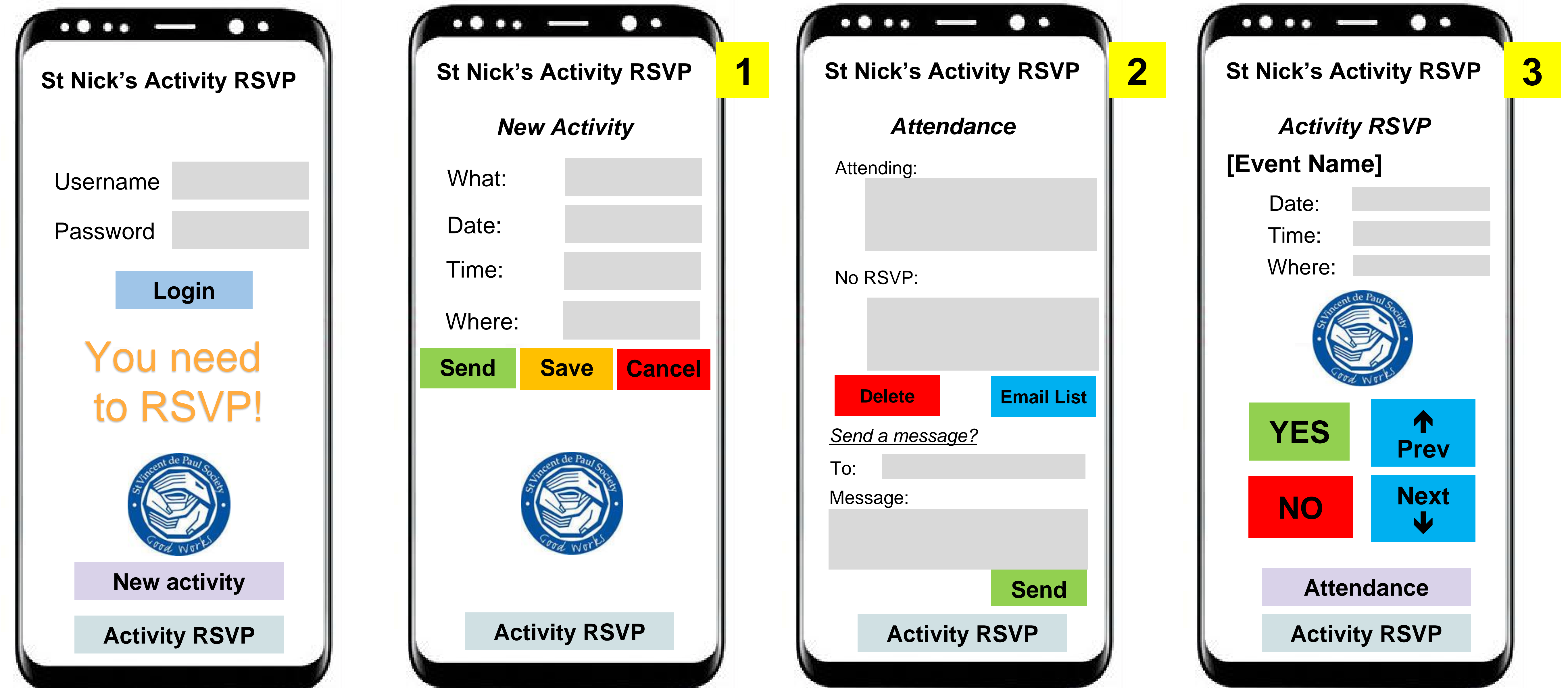
Maintenance

1. Update any of the above (hard coded or a different app)

Running an Activity

1. Coordinator registers a new activity, selecting from the list of activities, and entering in What, Date, Time, Where
2. Activity Invite is generated by using the invitation template, filling in the above data
3. Volunteers and young carers are notified, then can RSVP via the App
4. Attendance + contact lists and sign in/out forms are automatically generated and can be emailed from the app
5. Automated events can be triggered based on attendance data analysis

Screen Prototypes and Navigation



Home Screen:

Username & Password: Text Inputs
buttonLogin: to activate the app

NeedToRSVP: Text displayed if there are any events that have not been RSVPed.

Image automatically included but editable

btnNew: Goes to New Activity screen (only Volunteers)

btnRSVP: Goes to Activity RSVP screen

New Activity Screen: [Volunteers only]

What: Select from drop down list

Date: Select from calendar

Time: Text input, user types this

Where: Automatically filled, but editable

Image automatically included but editable. Click on it to change it.

btnSend: to send invites

btnSave: to save but not send invites

btnCancel: to cancel, and return to Home screen

btnHome: return to Home screen

Attendance Screen: [Volunteers only]

Attending: SCROLLABLE LIST, with Young Carers first, in bold, Volunteers afterwards, not bold, all capitals

No RSVP: SCROLLABLE LIST, with Young Carers first, Volunteers afterwards, formatted same as above

btnDelete: Delete the activity and notify those who RSVPed

btnEmailList: Send the user a Attendance + contact lists and sign in/out forms.

To: Drop down list to select message recipients

Message: to enter text message

btnSend: to send the message to selected recipients, via email

btnHome: return to Home screen

Activity RSVP Screen:

Event Name: Shows “What” event

Date: Shows event date

Time: Shows event time

Where: Shows event location

Image: Show the image for the event

btnYES, btnNO: Respond to event. If previously RSVPed, the selection will be underlined and line around button. If RSVP changed a message box will check if they really want to change their RSVP

btnPrev, btnNext: Go to previous or next event, to RSVP. Events will be shown in order of date and time. Only events that are not in the past will display, and have not RSVP

btnAttendance: go to Attendance screen. Viewable by volunteers only

btnHome: return to Home screen

Navigation and work flow

- All users will start in the main screen, where they will need to supply a username and password to login.
- Once logged in, buttons will appear. Only the Activity RSVP button will appear for Young Carers.
- Volunteers can create a new activity (1) clicking on ‘New Activity’
 - This generates an activity invite (2), which Young Carers can view by clicking on ‘Activity RSVP’
 - Volunteers can view activity attendance (3), by clicking on ‘Attendance’ in the Activity RSVP screen
 - Extra function to send a message, e.g. a reminder to those who haven't RSVPed, could be useful