

## Stats

### Tool Overview

Swoogo is an event marketing platform used solely for the Git-Hub RKO event. It manages communications around event confirmation, event reminders, and cancellations.

### Tool Data

What data lives in the tool? (i.e. Customer email addresses, company details, etc)



8 Licenses

100% Assigned



## Tool Roles

**Admin**

**Role Description**  
The only role that requires a license for this tool. All 8 licensed users in Goldcast are in the Admin role.

**Speaker**

**Role Description**  
Any person registered for an event as a speaker

**Attendee**

**Role Description**  
Any person registered for an event as an attendee

**Staff/Moderator**

**Role Description**  
Any person registered to an event as a staff or moderator

## Communications

Registration Confirmation

**Registration Confirmed**

Hi "registrant-first\_name",  
Woo-hoo! You are officially registered for RKO FY25. We can't wait to see you in San Diego July 15th - 18th!

What's next?

- Flight:** Per RKO instructions and registration agreements you should have booked your travel already. If you have not - **BOOK IMMEDIATELY.** **Action:** Review the [GitHub Standard Travel Policy](#) and book your flight. **If you haven't done so already!** If you have travel questions please review the [Travel Details](#) documentation.
  - Important: When you book your flight in Concur make sure you choose RKO for the purpose of your trip
- Hotel:** If you booked a hotel reservation during registration, the confirmation email will be sent to you within the next 24 hours. If you did not receive it please contact the hotel directly.
- Your agenda:** The full event agenda will be released in the coming months!
- Stay tuned:** Join our Slack Channel (#rko) to stay updated on all of the latest announcements and be sure to check the website frequently for newly added information.

Please note that if you need to make changes to your event registration, you will have the ability to do so until June 30th. If you need to make changes or cancel your hotel reservation at anytime please reach out to [hotels@mcowevents.com](mailto:hotels@mcowevents.com).

Event Reminder

Dear "registrant-first\_name",  
RKO FY25 is just around the corner, and we're excited to have you join us! To ensure you are fully prepared for your travel and onsite experience, please read the following information carefully.

**Reminders**

- Dress in Layers:** All sessions will be held in a hotel ballroom, which can vary in temperature. To stay comfortable, please dress in layers.
- Evening Activities:** Some evening activities will take place outdoors. Ensure you bring sunscreen, sunglasses, and protective headwear to stay safe and comfortable.
- Auxiliary Activities:** Yoga? Meditation? Distance Challenge? Yes we have the opportunity for you to sign up for these activities this year which means make sure to pack for them! In addition, some of the hotels have gyms and pool areas - so don't forget your fitness apparel!
- Chargers for Devices:** Don't forget your phone, laptop, and other electronic device chargers.
- Stay Hydrated:** Bring your water bottle! We will have water stations throughout the event to keep you hydrated.
- Plan for Swag:** We'll be delivering swag ordered before June 20th to your room on Sunday, July 15th. Items delivered cannot be made to rooms with a "no net default" sign on the door, so please leave them off for a successful delivery. And remember to leave some luggage space for your travels home!
- Download the RKO App:** The RKO app will be your personal guide throughout the event. Access maps, menus, your personal agenda, and room assignments for workshops and breakfasts. See the bottom of this email for app information.

Note: Visit our [RKO Resources](#) page for additional packing information and to review our policies.

**Hotel**

Check your email and make note of which hotel you are booked at and have your confirmation number ready in case the hotel registration desk has any questions when you check in.  
If you are unable to find your hotel confirmation email, please contact [hotels@mcowevents.com](mailto:hotels@mcowevents.com)

Reset Password

Example Unavailable

Cancellation

Example Unavailable

Hotel Booking

[Home](#) [Resources](#) [FAQs](#) [Logout](#)

2 Personal Information

3 Travel & Policies

4 Agenda

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**Hotel booking**

The booking window for RKO FY25 has closed. If you require a room or need to make changes, please contact [hotels@mcowevents.com](mailto:hotels@mcowevents.com).

As RKO is an approved travel expense, you do not need to submit a Travel Pro Forma request.

Please enter your preferred arrival and departure dates below, along with any hotel requests. Event staff will be added to our rooming list and confirmations sent in early July.

Manchester Grand Hyatt San Diego  
1 Market Place, San Diego  
Check-in: Sunday, July 14  
Check-out: Friday, July 19  
[Book here](#)

Manchester Grand Hyatt San Diego - North America Hubbers  
1 Market Place, San Diego  
Check-in: Monday, July 15  
Check-out: Friday, July 19  
[Book here](#)

Registration Initiation Email

Example Unavailable