

## ATTENDEE Quick Reference Guide

### HOW TO:

#### When invited to event, what do I need to do?

You must RSVP by the RSVP Date.  
 When you RSVP, you will be asked for the following:

1. RSVP **Yes** or **No**
2. If Yes, enter your **Other Attendee Details**  
 (e.g. hotel needed, arrival date)
3. Complete your **Attendee Profile**, if incomplete

Note: Passport information is only required when traveling for an international event.

#### FROM PROFILE PAGE (Home page)

<i>I want to...</i>	Steps
<b>View events I'm invited to</b>	<ol style="list-style-type: none"> <li>1. Click <b>View Profile</b></li> <li>2. See <b>Upcoming Events</b></li> </ol>
<b>RSVP to event</b>	<ol style="list-style-type: none"> <li>1. Click <b>View Profile</b></li> <li>2. Under <b>Upcoming Events</b>, find event</li> <li>3. Click <b>VIEW</b></li> <li>4. Press <b>Yes</b> (or No)</li> <li>5. Enter your <b>Other Attendee Details</b></li> </ol>
<b>Edit your Other Attendee Details for event</b>	<ol style="list-style-type: none"> <li>1. Click <b>View Profile</b></li> <li>2. Under <b>Upcoming Events</b>, find event</li> <li>3. Click <b>VIEW</b></li> <li>4. In <b>Other Attendee Details</b>, click </li> </ol>
<b>Edit Profile</b>	<ol style="list-style-type: none"> <li>1. Click <b>View Profile</b></li> <li>2. In <b>Attendee Profile</b>, click </li> </ol>
<b>Add Delegate</b>	See <b>Edit Profile</b>
<b>Add Passport information</b> <i>(for international travel only)</i>	<ol style="list-style-type: none"> <li>1. In the Attendee Profile, click </li> <li>2. Fill in the fields for international travel</li> <li>3. Attendees scan their passports, visas and other travel documents which are uploaded to the site</li> </ol>