



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
View events I'm invited to	<ol style="list-style-type: none">1. Click View Profile2. See Upcoming Events
RSVP to event	<ol style="list-style-type: none">1. Click View Profile2. Under Upcoming Events, find event3. Click VIEW4. Press Yes (or No)5. Enter your Other Attendee Details
Edit your Other Attendee Details for event	<ol style="list-style-type: none">1. Click View Profile2. Under Upcoming Events, find event3. Click VIEW4. In Other Attendee Details, click 
Edit Profile	<ol style="list-style-type: none">1. Click View Profile2. In Attendee Profile, click 
Add Delegate	See Edit Profile
Add Passport information <i>(for international travel only)</i>	See Edit Profile