

## How to Reply to Invitation to Play with Men's Golf Group (Updated: July, 2017)



You will receive an invitation in an email that looks like this. Simply click on the invitation and it will take you to a website where you can RSVP YES or NO if you will or will not be playing. If you have questions, contact Glenn Dennison Home: 352-674-9397.

You can use the same link to change your response from Yes to No or No to Yes up until the cutoff date.

**At the cutoff date, all YES responses will be registered for a tee time. And, all MAYBE responses will be considered NO and will not be registered to play.**

This is what the website looks like where you will complete your RSVP (Just ignore the ads):

A screenshot of a web browser showing an RSVP form. The browser's address bar shows "pingg.com/rsvp/er3fs2fk6iq7826rd/thanks". The page title is "PLEASE COMPLETE YOUR RSVP". Below the title, it says "Your RSVP of Yes for 1 (includes you) will be sent to Glenn Dennison." There is a dropdown menu currently set to "Yes". Below this is a text input field labeled "send a private message to the host (optional)". There are radio buttons for "For host only" (selected) and "For everyone". A red button labeled "COMPLETE RSVP" is visible. A "RETURN TO INVITE" link is also present. The page contains two advertisements: one for "LIKE US ON FACEBOOK!" and another for "CIC Symptoms". Three callout boxes with arrows point to specific elements: "Add your comments in a message to the Host here." points to the message input field; "Select Yes or No" points to the dropdown menu; and "Complete RSVP" points to the "COMPLETE RSVP" button.

1. Use the drop down box to select either YES or NO. If you select MAYBE, be sure to update it before the cutoff date else it will be changed to NO on the cutoff day for registrations. Late responders may play if space is available in registered groups.
2. If you desire, you can send comments in the "Send a private message to the host" box. Messages are checked every 24 hours.
3. Click the "COMPLETE RSVP" button and you are done.
4. You will receive an email confirmation of your RSVP.

**NOTE: You should save your email invitation or confirmation until after the event. You can use the link in that email to change your RSVP and to view the list of players that have replied before the cutoff date. This link changes with each event so do not use a Bookmark or Favorite as a way of returning.**