

Gyro Use of *Evite*

- Larry Duba, PIP 2012 Membership Director

One of the many administrative tools that a club can use to increase the efficiency of sending out invitations to an activity and receiving responses is called *Evite*. The Membership Committee has reviewed these instructions, and we recommend that clubs try using this program to aid those who are responsible for setting up the activities with restaurants and other facilities.

Advantages:

- It provides an automated RSVP system for the club.
- It reduces the time required by the calling committee. Some members do not have an E-mail address.
- It is free.
- The time of the reply is shown.
- Dinner choices can be written in the Comments Section. What people are bringing for a potluck can be entered as well.
- There are only two clicks required. One to open the Browser and one to Reply.
- One can include a URL that people can click on for making a hotel reservation.

The instructions are as follows:

SIGN UP AND YOUR FIRST INVITATION

1. Go to evite.com and sign up for an account, then login if required
2. Click "create an event" . This should be a big green button
3. On the left-hand side of the screen, click the checkbox that says free. This will make it so it only shows you free invitations. There are premium (paid) is available that are nicer, but we stick to the free ones. Browse the invitations and choose the one you would like
4. Fill in the details of the invitation, including the start time and date. Click next
5. After the event details, you will be asked for your guests. You can enter all the emails you want in the white box. They need to be separated by a comma so for example email1@gmail.com,email2@gmail.com once they are added to the white box, click on "Add Guests"

NOTE: you can add more guests later if you miss some this is okay

6. Click finish and send. This will send out your invitation. You are done at this stage however you can monitor or change the invitation as it goes. Monitoring is particularly helpful as you can see who's RSVPed

MANAGING YOUR INVITATION

After creating your initial account, the next time you login you will see your event like the one below. There are buttons to manage invitation (allows you to send follow up emails/see who has RSVP'd), edit details (change date/time), or add guests (add the

ones your forgot)

RECEIVING INVITATIONS

When people receive an invitation, they have the opportunity for yes no or maybe. They can also choose to add a note if they like. This is all they can do. As the organizer, you can use the manage invitation button described above to see all the responses.

Note: It is important to tell the members ahead of time that this new process will be used, so be sure to respond so that you do not miss a meeting.

Recommendations Regarding Use of Options.

- One option is to let others know who is coming. It is recommended that this option be disabled. Only the Club President or Past Club President can see the list of attendees. The Password is not changed.
- One option is to collect funds for the events. It is recommended not to use the Payment System, since there is a service charge of 8%. Some members also have a lack of trust entering credit card information over the Internet.