

RTP Corvettes
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RSVP Technical Coordinator

Many of the clubs events require that we obtain headcounts for purposes of reserving restaurants, etc. Individuals who are hosting an event want to know who is coming so they ensure we aren't leaving someone behind when doing a caravan, etc. Additionally, club members are interested in seeing who is planning on attending a social event.

Desired # of Members: 1

Time Commitment – 1 to 5 hours/month (depending on number of events requiring RSVP's)

Skills: You don't have to be a computer programmer/expert. However, you do need to be computer proficient. The RSVP systems are very easy to set-up and maintain. If you have worked with computers before for something more than e-mail or searching the internet, you can probably set up the RSVP's without any training (it's that easy). But, any club member can do this with a little training from the previous coordinator.

This position would:

- Review upcoming activities and contact the club member or committee hosting an event. Invite them to take advantage of the free on-line RSVP system that you will set up for them. If the club member would prefer to simply have people e-mail them direct, that's fine. It is not a requirement that a club member use on-line RSVP's.
- If the club member is agreeable, work with them and set up the RSVP template in Eventleaf or Signup Genius.
- As the coordinator, you will establish the privacy settings on each event so that no private information (e-mail, phone number, etc. is disclosed on the public portal). It's simple to do and is a responsibility of this position.
- Provide the URL link to the web-master who will in turn publish the link on the event page of the club web-site
- Provide updated attendance lists to the hosting club member.
- Answer questions club members may have about the RSVP system. If a member's personal computer isn't compatible with the RSVP system, direct them to send an e-mail RSVP'ing directly to the member host stating they want to attend the event.