



# RSVP ASSISTANCE

## New to MnCCC?

Create an RSVP profile! RSVP is MnCCC's online calendar of meetings, training, and events where you can stay updated on what is happening in the MnCCC membership. Once signed up, you can RSVP for the upcoming training!

## Create your profile!

1. Visit [mnccc.gov/rsvp](http://mnccc.gov/rsvp) and select "Create your RSVP profile"
  2. From there you will be prompted to fill in contact information – the more information you provide, the better
  3. The next page will ask you to select user group meetings you would like to receive notifications for. Please select all that apply
  4. Click "next"
  5. This page will provide more in-depth subscriptions to emails and announcements. Please select all that apply
  6. Select "OK" – your account is now set up!
- \* Once you've completed all the steps above, you can navigate to the calendar and select, "Yes, I will attend" to any meetings in the categories you've selected. Just by clicking yes, you will be registered for the meeting – you don't need to do anything else!
  - \* If a certain meeting or training option is missing from your calendar, click "Edit Group Membership" or reach out to MnCCC to assist in editing your profile!

# HOW TO RSVP

Once you've created a profile, click "LOGIN to Your RSVP Calendar".

## What would you like to do today?

- [LOGIN to Your RSVP Calendar](#)
- [Create Your RSVP Profile](#)
  - [Instructions for Creating an RSVP Profile](#)
- [View the RSVP Calendar without logging in](#)

Find the event you'd like to attend on the calendar and click on it.

8	9	10	11 <a href="#">11:00 AM IFS Training...</a> <a href="#">3:00 PM Corrections ...</a>	12 <a href="#">9:30 AM MnCCC Board...</a>	13 <a href="#">9:00 AM IFS Advisory...</a>	14
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Click "Yes, I will attend".

### My RSVP Status

- RSVP Status
- Undecided
  - Yes, I will attend
  - I will not attend

To register for a meeting, you'll first want to update "My RSVP Status". Just by clicking yes, you will be registered for the meeting – you don't need to do anything else!

Once you update your RSVP status, a confirmation blurb will appear.

Send Invite



Save will attend

If you choose to send a meeting notification to your Outlook calendar, please be aware that the meeting link will not be included in the calendar invitation. The calendar invitation serves only as a placeholder. REMEMBER: Receiving a calendar invitation does not change your RSVP to "Yes"