



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!

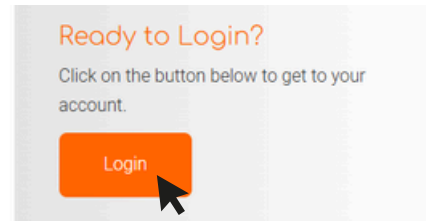
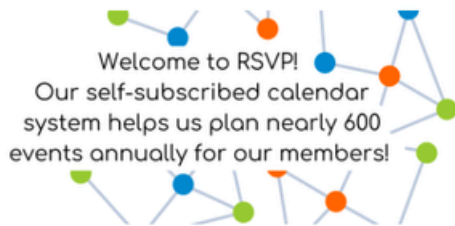
1. Visit mnccc.gov/rsvp and select “Create your RSVP profile”
2. From there you will be prompted to fill in contact information – the more information you provide, the better. **Coming soon to RSVP in October 2026: Allergies and dietary restrictions!**
3. The next page will ask you to select User Group 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. **If you do not select anything on this page, you *will not* receive notifications or be able to view these on your calendar**
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” in the top left or reach out to MnCCC to assist in editing your profile!

HOW TO RSVP

Once you've created a profile, click either area below to login.



Welcome to RSVP! What would you like to do?

- [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 11:00 AM IFS Training... 3:00 PM Corrections...	12 9:30 AM MnCCC Board...	13 9:00 AM IFS Advisory...	14
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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!

My RSVP Status

RSVP Status Meeting Type Download Invite

☐ Undecided
☒ Yes, I will attend
☐ No, I will not attend

You have indicated you **will attend** the above event via In-Person. You may change your RSVP status up to 1 day(s) prior to the event. If changes must occur after this date, please contact info@mnccc.gov.

Once you update your RSVP status, a confirmation blurb will appear. It will confirm your RSVP status and show the deadline to change your RSVP prior to the meeting/event

If the meeting has multiple location options (e.g. a hybrid meeting), be sure to select the proper option from the dropdown menu. If you do not, the default option will automatically be applied. If this option does not appear, there is only one location, which will be listed above.

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



RSVP FAQs

How do I log in?

To access your RSVP profile, please sign in or create an account at mnccc.gov/rsvp

All Meetings vs. My Meetings

The All Meetings view displays all MnCCC meetings. Our meetings are made public so you can see which User Group meetings are occurring and when. If that meeting is not in your RSVP profile and you would like to receive notices, you may edit your group membership!

All Meetings My Meetings 

Find your monthly MnCCC meetings listed below! If you'd like to view additional meetings, [update your group membership](#) to include the user groups and sub-groups you'd like to see on your calendar.

The My Meetings view displays only the user group or sub-group meetings selected in your profile. If you would like to receive meeting notices from another group or committee, you may edit your group membership.

How do I edit my group membership?

Login to your RSVP profile and select "Edit My Group Membership" at the top. You will be directed to select which User Group(s) and sub-group(s) you would like receive notifications from. Be sure to save your changes!

All Meetings My Meetings

Find your monthly MnCCC meetings listed below! If you'd like to view additional meetings, [update your group membership](#)  to include the user groups and sub-groups you'd like to see on your calendar.

Something is missing from my calendar

We have seen this issue when people select the User Group on the first page of their membership profiles but haven't updated anything on the second page. Remember: The first page is meant to filter out which emails you want to be subscribed to, but the second page is where you actually get to choose what you want to see. If you do not select anything on the second page, you will not receive notifications or be able to view these on your calendar. Please be sure to thoroughly read through both pages before saving the changes.

What do these icons mean?

In your RSVP calendar, you will find these two icons in both All Meetings and My Meetings. They are helpful tools for displaying your meeting info visually. You can easily toggle between the two views depending on how you prefer to look at your meeting info.

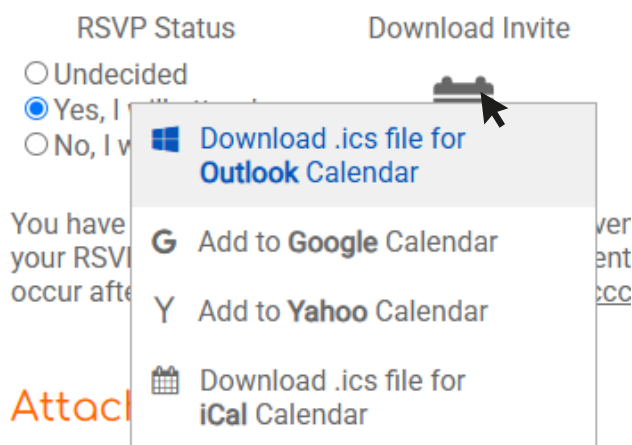
 This List View icon provides a more detailed overview of your monthly user group(s) meetings, time and dates, and how you RSVP'd in a listed format.

 This Calendar View icon provides a more visual overview of your monthly user group(s) meetings, along with its time and date in a calendar format.

Can I get a calendar link to my email?

Absolutely! Click into the meeting and scroll down to “My RSVP Status” and hover over the calendar icon. 

Various calendar options will appear, so select the one that works best for you.



The calendar invite will automatically download to your browser.

If you choose to download a meeting invite to your calendar, please be aware of the following:

- The meeting link *will not* be included in the calendar invitation. It will be sent to you via email from RSVP the morning of the event
- Emailing the RSVP email address will result in a no-reply bounceback. For questions regarding meetings, please email info@mnccc.gov. Rest assured, your RSVP is not impacted if you receive an undeliverable message

I am leaving my current position. What do I do?

If you are retiring or leaving, please let MnCCC know so we can set your account to close. If you are notifying MnCCC about someone else that has left your organization, please email or call any of us at MnCCC. We'll be happy to inactivate their profile in RSVP.

The deadline to RSVP has passed. Can I still sign up?

If you can no longer RSVP for a meeting, there is a good chance the deadline to RSVP passed. Most meetings require that you RSVP at least 3 days in advance to allow MnCCC Staff enough time to prepare. Rest assured, you can usually still RSVP for the meeting by contacting MnCCC staff to get registered. If you're looking to register for training and the deadline has passed, you can still request assistance, but you may not be able to make it to this session. For assistance, please email info@mnccc.gov or call (651) 401-4206.

How do I register someone else for an event?

Please have your staff member create a profile in RSVP, even if they may only attend this one session. MnCCC asks this because 1) We bill according to our RSVP lists, 2) The RSVP profile gives the attendee access to event details and follow-up documents, and 3) It helps us track the number of attendees for any given session and gives us information to provide with our trainers. The profile only needs to be created once, and this will give them continuous access to future meeting notices. Please do not request your colleagues register from a forwarded email, as any forwarded emails will contain links tied to the original recipient's account. For questions or assistance with RSVP, please email info@mnccc.gov or call (651) 401-4206.

How can I pay for training? Are there options?

Our Finance Manager will invoice all attendees after the session(s) by using the list of RSVP'd attendees. If you'd like to pay by credit card, please contact Jonathan, but note that a processing fee will automatically be added. For any questions on billing, please contact Jonathan Simon at jonathan@mnccc.gov.

How do I find meeting documents?

Click into the meeting on your RSVP profile and scroll down to attachments where agendas, minutes, and any other meeting-related documents are posted. They will also come via email from RSVP the morning of your event.

How do I confirm my RSVP status?

In your RSVP profile, select “My Meetings” in the calendar view or list view, select the date and you can view your RSVP status to confirm. There will be a confirmation message below your RSVP options that will state what you’ve selected and the deadline to change your RSVP status.

How do I make sure I get the meeting link or location information?

For people to receive the meeting links or location information, they must RSVP yes or the automatic email in the morning with the info will not come. MnCCC Staff is always happy to send links out to people, but really want to highlight the importance of regularly checking RSVP (especially before the registration window closes 3 days prior).

Remember, if the meeting has multiple location options (e.g. a hybrid meeting), be sure to select the proper option from the dropdown menu. If you do not, the default option will automatically be applied. If this option does not appear, there is only one location, which will be listed above.

Why don't I get RSVP emails anymore?

A common issue is an old email address, which can easily be fixed by contacting MnCCC. If you are still having issues getting any emails from RSVP, we strongly recommend checking with your IT department as they may need to whitelist our IP address. MnCCC Staff is happy to work with people on this if they have questions or need additional information.

Why can't I get into RSVP?

The first step is to try resetting your password. If you follow the steps to reset and it still isn't working, please contact MnCCC. There may be a chance that you requested to have your email removed at some point, which would deny access to the calendar. If that's not the case, MnCCC will securely share your password with you to try logging in again.

How do I stop receiving RSVP emails?

If you want to change your email preferences or frequency, you can either “Edit My Group Membership” as shown above, or you can contact MnCCC. We can walk you through the steps of updating your profile or remove your email from our database completely.

Remember: Requesting the removal of your email from the database WILL deactivate your RSVP account and you'll no longer have access.

Meet the Team!

We are a team of energetic, dedicated professionals that bring local Minnesota government agencies together for collaboration on software and technology services that improve the landscape of public services across the state. Each staff member plays an integral role in providing quality services to the MnCCC membership.

Our staff is always happy to help. Please contact MnCCC by emailing info@mnccc.gov or calling (651) 401-4200. To reach any of MnCCC's staff directly, please see the contact information below.



Lisa Meredith, Executive Director

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