**UIRSVP Overview**

1. Login: <https://www.sites.uidaho.edu/uirsvp/admin>
	1. UI user name and password
	2. ITS support: its-appsupport@uidaho.edu
2. Setting up a new event
	1. Email Linda Aherin (laherin@uidaho.edu) in Student Accounts and request a detail code if one hasn’t been established for the event.
		1. Include the event title, revenue budget number and revenue account code
			1. Example:
				1. Event title: Campaign Celebration, revenue budget: ZVY010, CMPEZV, revenue account code: R3623T
		2. Detail codes have already been established for:
			1. Red Carnation: ZDA1
			2. Pre-Games: ZDA2
			3. University Gala: ZD01
			4. Legacy of Leading Award Gala: ZD06
	2. Send the detail code to ITS (its-appsupport@uidaho.edu) and ask them to add the code to the UIRSVP website.
	3. Login to UIRSVP and select “New Event”
	4. Enter event information then “Create”
		1. Make sure to change the “Event Registration Active and Discoverable” from the top of the page to “True” so that the event will show up on the website.
3. Tracking RSVP’s
	1. Login to UIRSVP
	2. Select “View Guests” next to the event
	3. Either export the list to excel, or manually enter the RSVP’s into the RSVP document
	4. Make sure to check the “View Unfinished Registrations” page
		1. If any guests are listed here, click on the “Check User” link next to their name to see if the RSVP was processed.
		2. The system sometimes places positive RSVP’s in the unfinished registration list, so it’s important to check this to ensure no RSVP’s are missed.
4. After the event, make sure to change the “Event Registration Active and Discoverable” to “False” so that the event no longer shows up on the UIRSVP site.
5. HTML code shortcuts:
	1. <br> is a line break
	2. <b> is bold, </b> ends the bold
	3. <u> is underline, </u> ends the underline
6. Refunds
	1. If a guest RSVP’s online with a credit card and cancels and asks for a refund:
		1. Ask the guest for the last four digits of the credit card the used to RSVP
		2. Email Linda Aherin and ask her to issue a refund
			1. Include the event and detail code, guest(s) name, amount and date charged, amount to be credited, last four digits of the credit card, copy of the registration from the UIRSVP site
			2. Sample:

Linda-

I need to request a refund from the UIRSVP system for the Red Carnation Backstage Reception (detail code: ZDA1):

Tim and Debra Curtiss
$40 charged on 2/8/13
Credit back $40
Last four digits of credit card: 0288

|  |  |
| --- | --- |
| **Curtiss, party of 2** Cost: **$40.00** Payment: **Credit Card Number** Trans #: **13020813501543141e0b400921fa** internal\_id: **20130208102542Curtiss** | [View All](https://www.sites.uidaho.edu/uirsvp/admin/DisplayGuestChoices.aspx?registrant=17381&event=479)  |
| Attending  | Mr. Tim Curtiss  | 121 1st Street EastUnit 109121 1st Street East, Unit 109  | Tierra Verde  | Florida  | 33715-1760  | Day Phone: 727-510-3072Eve Phone:727-867-1969Email: debcurtiss@whisperingwind420.com  | 2/8/2013 10:24:37 AM  | [View](https://www.sites.uidaho.edu/uirsvp/admin/DisplayGuestChoices.aspx?guest=24116&registrant=17381&event=479)  |
| Attending  | Debra Curtiss  |  |  |  |  | Day Phone: Eve Phone:Email:  | 2/8/2013 10:24:37 AM  | [View](https://www.sites.uidaho.edu/uirsvp/admin/DisplayGuestChoices.aspx?guest=24117&registrant=17381&event=479)  |