RSVP CHAIR

Job Description

RSVP responsibilities include pulling information from the website for members/guests who RSVP for monthly meetings. Updates website with meeting attendance; runs reports from website; responds to meeting inquiries. Work closely with treasurer to monitor payments for monthly meetings. Attend monthly membership and board of directors meetings.

RSVP Process

1. Member/Guest RSVP's via the chapter's website
   a. Members must log in to receive the member discount for the meeting fee.
   b. Deadline to register is 5:00 p.m. on Thursday before the meeting. The site is programmed to add $5 late fee to all who register late.

2. For each RSVP an email notification is sent to Treasurer and RSVP Chair
   a. Notification gives member information and payment information

3. Payment options are listed on the RSVP form
   a. Notification email sent to Treasurer and RSVP Chair when a payment is made via Pay Pal or credit card
   b. The system automatically sends a confirmation email to the registrant
   c. FAST PAY option available during September for members only. Member receives a discount by paying for all 10 meetings (seminar included) upfront in September. No refunds are received if member is unable to attend a meeting; members may send a guest in their place for the meeting they are unable to attend, not a future meeting.
   d. Refunds are not granted for members who prepay for a meeting when registering and then are unable to attend the meeting. A replacement may attend in place of the member for that meeting only.
   e. Registered members planning to pay at the door who are unable to attend the meeting will be invoiced to cover the cost of the meeting

4. RSVP Chair monitors registrations and maintains communication with Program Chair regarding guest list to ensure the appropriate count is provided to the venue in a timely manner. Deadline for most venues is Friday before the meeting.

5. RSVP Chair runs attendance report from website using CSV Export and creates Excel spreadsheet for check in table.

Step-by-Step Instructions for RSVP Chair:

Prior to Meeting:

Log in to Joomla VSHRM site – www.vshrm.org/administrator/ Choose "DT
Register" from the "Components" menu bar
Select "Records"

From the "Select Event" drop down menu, choose the appropriate meeting date
Manually add registration record for all board members and Fast Pay members by clicking on the green
"Individual Registration" button.
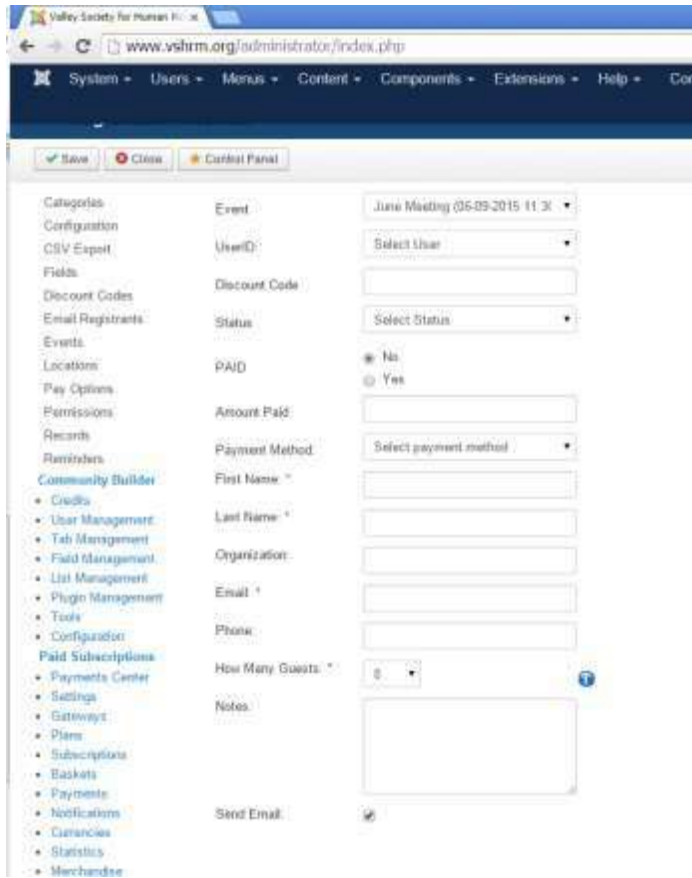
The following fields should pre-populate after selecting the member's name:
- Select User (this is the member's name)
- Status (this is the membership status)
- Paid (yes/no)
- Amount Paid
- Select Payment Method (PayFast, Pay at the Door, PayPal, Mail in Payment)
- First Name
- Last Name
- Organization
- Email
- Phone (format must be numbers only – no hyphens or spaces)
- How many guests
- Notes
- Send Email (if box is checked the member will receive an email
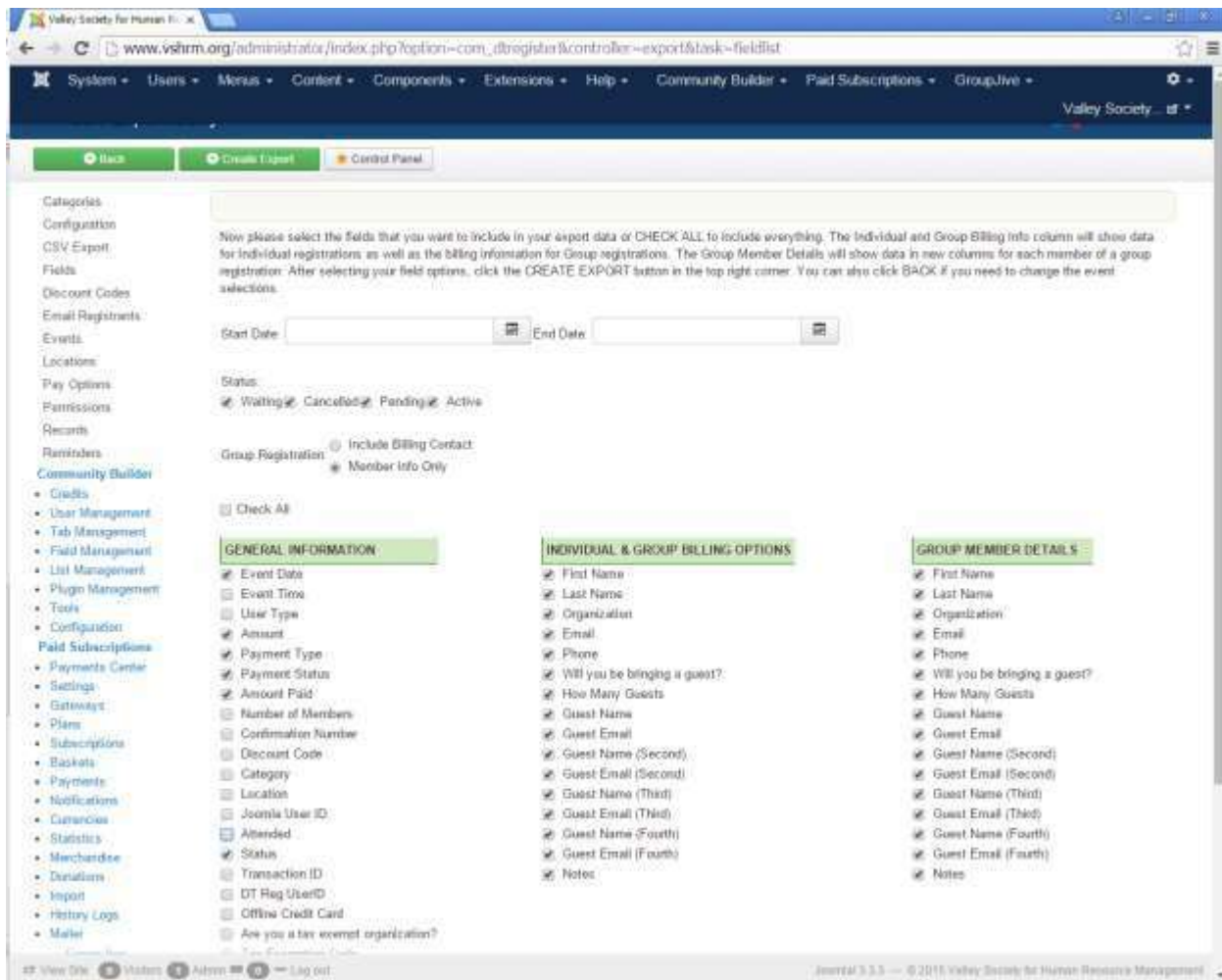
Creating Attendance Report

Select "CSV Export" from the left menu bar
Select the appropriate meeting date to run the report and click on the green "Next" button at top
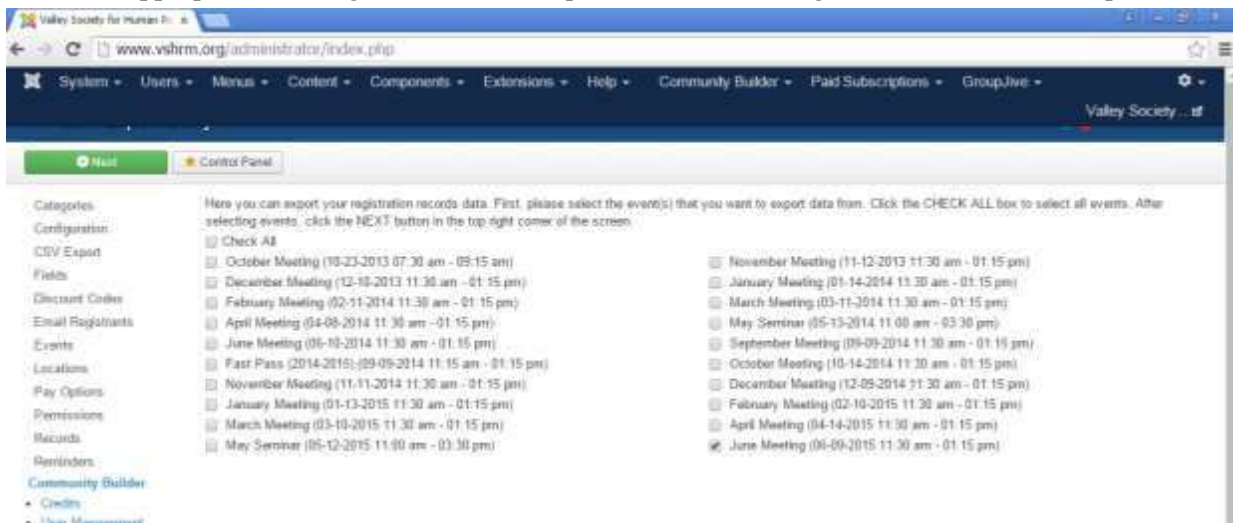
Select the Start and End Date for the time frame you wish to run the report for.
Check the boxes next to the information you wish to display on the report, as identified below:

Click on the green "Create Export" button at the top to run the Excel report.

Once the Excel report is created manipulate the data to the format you wish to have the report printed for check in purposes at the registration table. (See separate report)

Create receipts in Word using a merge template from the registration report. Manipulate data accordingly. Print copies for registrants.

During Meeting
RSVP Chair and Treasurer manage the check in table, accurately recording attendance to include walk-ins and no-shows.

After Meeting
Update attendance report in Excel with data from the meeting. Also update the website with attendance information for the meeting. This is a manual task for each registrant. There is an option to mark "Paid" for each individual as well.