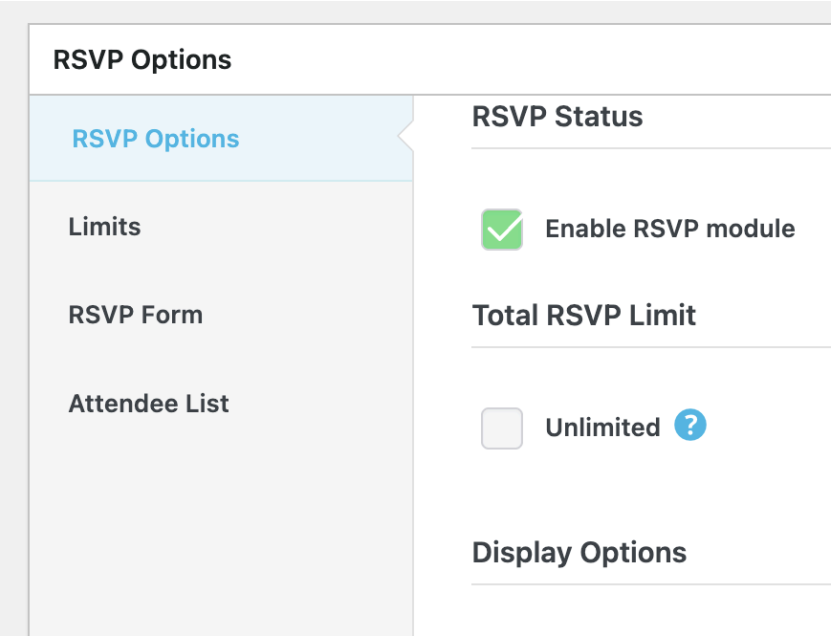
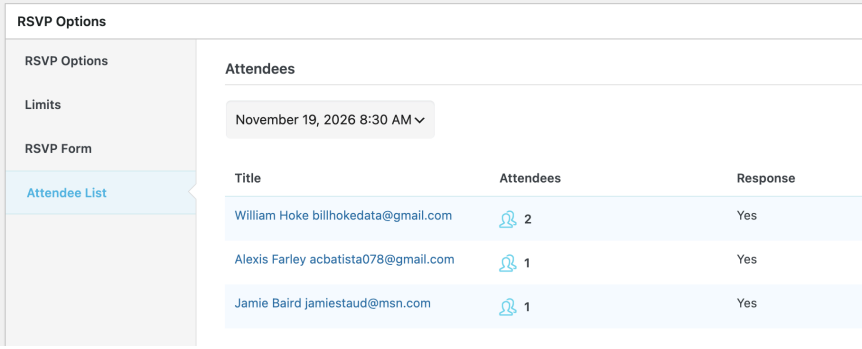
# How to View RSVPs

When club members RSVP to a posted hike, their name and contact details are added to a list of attendees. This list can be very useful for a HL to check the number of hikers who have signed up and who the hikers are. To access this list, follow the steps below:

1. Log into the CVHC website
2. Navigate to the hike you posted
    a. Open the Calendar, open (click on) the event you posted, click ‘Edit Event’ in the top margin of the web page, or
    b. Open the dashboard (click on CVHC in top left corner and select Dashboard), click on M.E. Calendar/All Events, scroll through and/or filter the events, find yours, click on “Attendees” and skip steps 3-4 below.
3. Scroll down past the hike description until you see the RSVP section
4. On the left side of the RSVP section there is a menu of items (see figure below). Click on “Attendee List”




5. You now have an onscreen list of the RSVPs received so far (see figure below for example)



6. If you click on the name of an attendee (the Title column), you will see a screen with details of that particular RSVP (example below)

