

Using the Guest List Manager (Host Information)

Updated on January 3, 2022

The Guest List Manager is a webpage that allows group hosts to manage their own guest list. Each host has a unique Guest List Manager. This includes people who manage the same table, so it's important to keep that email. The event contact person can send you a new host manager if it is lost. To get started, click the **Manage My Guest List** button in your email.

Table Host Information

Sandy, thank you for being a **table host** at the upcoming Dev
- Banquet FTA!

Inviting and **registering** guests is easy. You can start today!



Manage My Guest List

Please retain this e-mail and use this button each time you need to manage your guest list.

Inviting your friends

Send an invitation to your friends so they can register to the event or decline the invitation. When your guests Accept or Decline from your invitation, they will automatically be marked as responded.

5. Check **Email me when my guests** register to be notified when these invitees register.
6. Take one of these two actions:
 - a. Click **Cancel** if you do not want to save this information.
 - b. Click **Send Invitations** to complete the process.
7. Once you have sent invitations, click **View Sent Invitation Details** to see your invited list. From here you can:
 - a. Use the **Invite Again** button to resend invitations to any of the email addresses that are checked on the list
 - b. Use the **Send Email** button to use your email software on your computer (not a web version) to send a follow-up email.

Registering Guests

You can also register your guests to the event from your Guest List Manager

GUESTS REGISTERED FOR 'PINZUR, CORINNE':

Register a New Guest Invite Your Friends Email Participants

Corinne Pinzur <small>HOST</small>	◀
Sam Pinzur	◀
Robert Williams	◀

1. Click **Register a New Guest**. This will take you to the registration form.
2. Your group will automatically be selected in the Group Host List on the registration form, so your guests will be added to your group.
3. If you have paid for your guests, you may need to choose a registration option for registering a guest of a host.
4. If you added their email address, they will receive a confirmation email. If you don't know their email address, use noemail@fundeasy.com to skip a required field.

Email Your Guests

You can email your guests from your Guest List Manager. Click **Email Participants** to send an email to all your guests.

GUESTS REGISTERED FOR 'PINZUR, CORINNE':

Register a New Guest

Invite Your Friends

Email Participants

Corinne Pinzur HOST

Sam Pinzur

Robert Williams

Or click the caret (triangle) to the right of your guest's name and click Email [Guest Name] to send an email to that individual guest.

Robert Williams

Registered Time: Dec. 18, 2019 at 3:00pm

Address:

Email: example@email.com

Edit Registration

Cancel Registration

Email Robert

Update Guest Registration Information

You can also click the caret (triangle) to the right of your guest's name to edit their registration.

Robert Williams

Registered Time: Dec. 18, 2019 at 3:00pm

Address:

Email: example@email.com

Edit Registration

Cancel Registration

Email Robert

- Click Edit Registration to edit basic information for your guests, such as name, contact information, and some extra registration information from your Guest List. Meal choices can only be updated through your event contact. Please let them know if your guests have changes to their meal choices (if offered).
- Click Cancel Registration if your guest can no longer attend.