

## RSVP guide for attendees

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 This article is designated for all users.

### About

The **RSVP** feature lets you select the sessions you plan to attend in an upcoming event. Once you RSVP, you'll have the option to add the session to your calendar - if calendar and email invite options have been enabled by your administrator.



The **RSVP module** must be enabled and configured by your administrator for this feature to be available.



**Calendar** and **email** options may not be available to all users. These features depend on how your organization has configured the RSVP experience.

### RSVP to a session

Click **RSVP** for any sessions you plan to attend.



Guest users must log in to use the RSVP feature.

## Personalize your event experience

Which sessions catch your eye?

Register for the ones that you just can't miss, and we'll send calendar invites to keep you on schedule.

February 18 10:00 AM - 10:30 AM EST

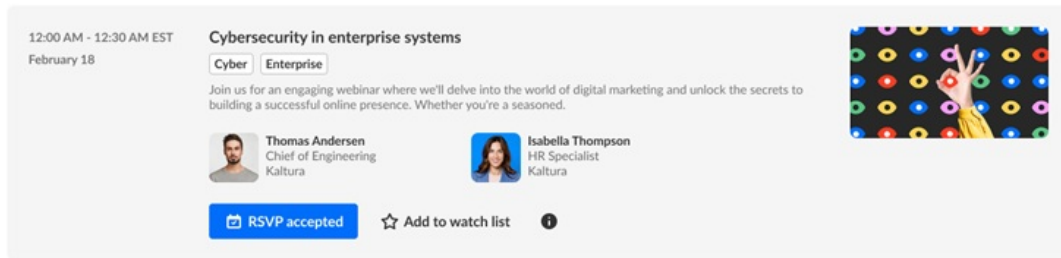
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 **RSVP**



Once you RSVP:

- The button will update to RSVP accepted.
- You may receive a calendar invite or email, depending on how your administrator has configured the feature.



You can update your selection anytime, wherever the session appears on the site, such as on the session entry itself, the channel it's in, your profile page (under **Watch Later**), and other locations across the site.

### Add to calendar or get an email invite

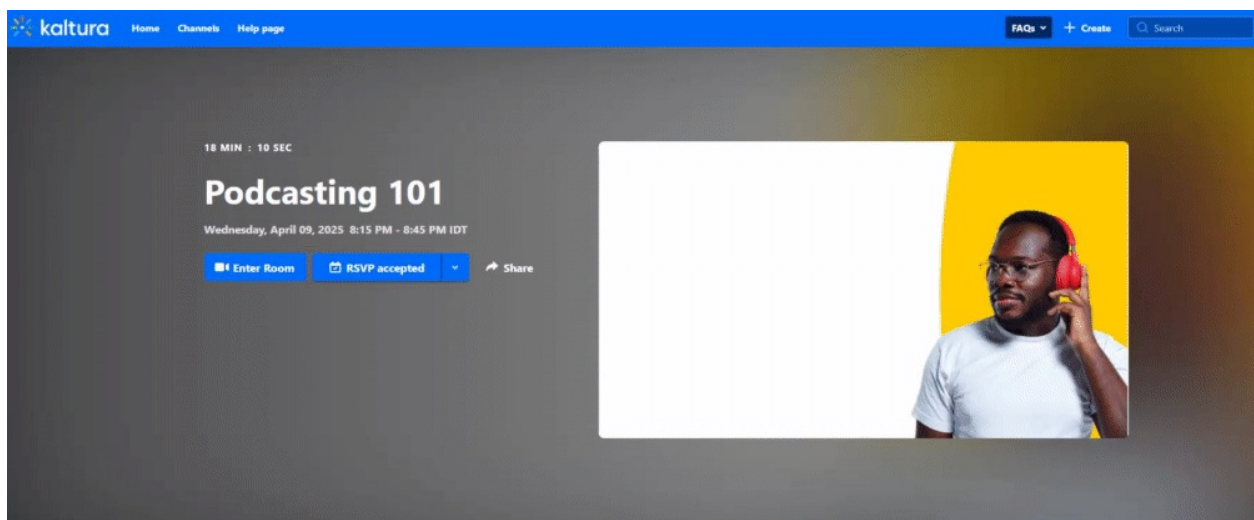
If enabled for your organization, you can:

- Choose to receive the invite via email.
- Download a calendar invite for Google, Outlook, or other calendars.

If session details change, you may receive an updated calendar invite.

### Cancel your RSVP

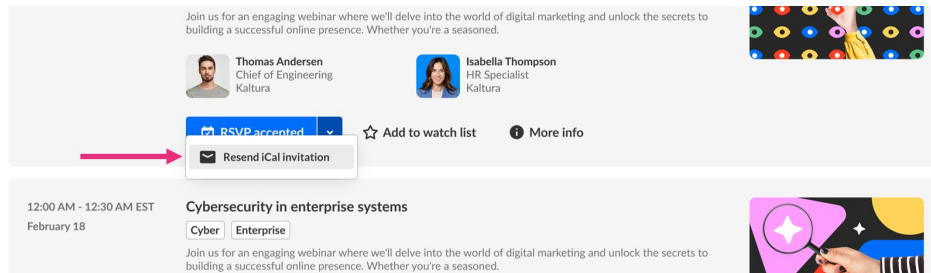
If you no longer plan to attend, hover over the **RSVP Accepted** button and select **Cancel RSVP**. Once canceled, you won't receive any further updates or invites for that session.



## Lost your invite?

If the feature is enabled, you can resend your invite:

1. Find the session where you see **RSVP accepted**.
2. Click the arrow on the button.
3. Select Resend iCal invitation.



## FAQs

### Q: Can I RSVP to all sessions at once?

A: Bulk RSVP is not currently supported; sessions must be selected individually.

### Q: What if I delete my calendar invite?

A: If available, you can resend the invite from the RSVP button or request it from the event organizer.

### Q: Can I change my RSVP after registering?

A: Yes! You can update your RSVP selection anytime before the session starts.