

How to check your RSVPS

To view a list of your guest responses and their dietary requirements, **click on “Registrations & Forms”** on the left hand side of the page.

To print your guest list, click on the grey arrow at the top of the last column in the table. This will export it to an Excel document to print or share easily.

The screenshot shows the host portal interface for the event "Maria Cavacchioli's Feast for Freedom". The left sidebar contains navigation options: "Edit Content", "Event Details & Settings", and "Registrations & Forms" (highlighted with a blue circle). The main content area shows "Registration & Forms" with options to "Manage Entries" and "View" (Default). Below this is a "Refine Results" section with a search bar and a "RESET" button. A table displays registration data with 11 columns: ENTRY ID, DATE CREATED, DATE UPDATED, COMPLETED, RSVP (PRICE), RSVP (QUANTITY), RSVP RESPONSE, NAME (FIRST), NAME (LAST), EMAIL, and PHONE. The last column contains a grey arrow icon for printing. A blue arrow points to this icon.

ENTRY ID	DATE CREATED	DATE UPDATED	COMPLETED	RSVP (PRICE)	RSVP (QUANTITY)	RSVP RESPONSE	NAME (FIRST)	NAME (LAST)	EMAIL	PHONE	
493336	2/02/2021	2/02/2021	Yes	\$0.00	1	ATTENDING	Alfonzo	Hidalgo	test@test.com	123456785	