St. Paul e-RSVP

Introduction

The **e-RSVP** process has been put in place to provide an easy way for people to register for church related events. It provides a way to do this using the Internet and accessing the church web site www.stpaulsc.org. For those people who do not use a computer, reservations for events will continue to be supported by calling the church office as instructed in the church newsletters or bulletins. But for those who are comfortable using a computer or smart handheld device this process is provided to help them register in a few easy steps.

The e-RSVP system is best suited for events that are **short duration**. For example, a church luncheon; a workshop that is a few hours in length; a retreat weekend. All of these would desire to have reservations ahead of time and are of short duration. If the event is one that requires you meet weekly for four to six weeks, for example, then this event **should not** be categorized as an **Event Registration** group type. In this case people will use the **Find a Group** feature on the **Small Groups Connector** web page to join the group.

Before an event is created using the ChurchTeams tool make sure you have reserved time and room(s) through use of the online calendar tool called ServiceU if the event is being held at the church. ServiceU requires a login id and password. Contact Ken Musser for information on how to use ServiceU and to get access to the tool. Ken can also do this for you if you provide the information about the event via a phone call or email. Once the event is approved, you then have enough information to create the event using the ChurchTeams tool.

How to Create an Event using ChurchTeams Tool

First, you must obtain a password to gain access to the ChurchTeams tool to create the event. All small group leaders have access to the ChurchTeams tools with the password they received in training that will allow them to create an event. If you do not have the password, contact the Small Group Coordinator for the church.

Now that you have access to ChurchTeams, click on the **Small Group Connector** icon on the church web site located at www.stpaulsc.org. On the **Small Group Connector** web page, click on **Leader Login**. Enter your ChurchTeam password. The **Leader Main Menu** will be displayed. Think of the leader as the event planner.

Leader Main Menu

Select an option below

- Browse St. Paul's Groups / Classes / Ministries / Events - *Quickly find specific groups by filtering for location, day, time, etc, or scroll through a list of all groups*
- Create a new group - *Fill out forms to enter a new small group*
- Online bookstore - *Online bookstore for your group resource needs*

Click on **Create a new group** to create an event.

Enter the information for your event in the fields provided. Click on **Continue to Leader Information** when done. The next display will prompt you for the group leader which is the same as the event planner.

Leader Name/Address/Contact Information

Step 2 of 3 to register a small group. Please complete all 3 steps.

Select your name from the list and click Continue or enter your information below if you are not in the list.

Select your name [▼] [Continue]

NOTE: Only enter the information below if your name is not in the above list:

* = Required Field

*First Name: [_____] *Last Name: [_____]

Click here for a business record

Family/Household Role: [Adult ▼]

Mailing Address: [_____]

City: [_____] State/Province: [____] Zip/Postal Code: [_____]

Email Address: [_____]

Home Phone: [_____]

Work Phone: [_____]

By entering your mobile phone and carrier you agree to receive text messages from the ministry.

Mobile Phone: [_____] Mobile Carrier: [Unknown ▼]

Please note this Church Member Type Explanation:
Church member type is specified in the Shelby database and maintained by the Shelby Administrative Assistant.

*Church Member Type: [_____ ▼]

Age Category: [Unknown ▼]

Gender: [Unknown ▼]

[Continue to Group Profile]

Find your name by entering your last name in the drop down field. Select your name from the drop down field. Click on **Continue to Group Profile**. A Group Profile form will be displayed.

"Spaghetti Dinner" Group Profile

Group Type

[Select Group Type ▼] **Limit group to members who select this characteristic?** Yes ○ No ⦿

Area of town

[Select Area of town ▼] **Limit group to members who select this characteristic?** Yes ○ No ⦿

Lifestage

[Select Lifestage ▼] **Limit group to members who select this characteristic?** Yes ○ No ⦿

Gender Mix

[Select Gender Mix ▼] **Limit group to members who select this characteristic?** Yes ○ No ⦿

[Save Group Profile] [Undo changes]

Next, set up the profile for the group. Select **Event Registration** for the **Group Type**. Do not choose any other Group Type. Select **Anywhere** for **Area of Town**. Select what is appropriate for the **Gender Mix** and **Lifestage** fields for your event. Click on **Save Group Profile.**

You have successfully created the event. The event is immediately displayed on the **Find an Event** web page. To verify your event is there, go to the church home page, www.stpaulsc.org. Click on the **e-RSVP** icon. Then click on the **Find an Event** button. Look for your event on the list.

How to Register Someone for an Event using e-RSVP
Go to the www.stpaulsc.org home page. Click on the **e-RSVP** icon located in the left column. This will open the **e-RSVP** web page.

Welcome to St. Paul's Electronic Event Registration System (e-RSVP)

Here you can let event planners know that you are planning to come to one of their events. The events that you can choose from to RSVP are only those that are **one time events** that last one or more hours in a day, or for one or more days within a one week time frame. They are basically short term events (e.g. a 2 hour workshop or a weekend retreat). If you cannot find the event you are looking for you could see if it is listed under our Find a Group web page from where you can Join the Group.

How to RSVP for an Event

We hope you find this process easy to electronically RSVP for an event. **If you have not done so yet, please read the following paragraph before proceeding.**

To begin the e-RSVP process, you will click on the **Find an Event** button below. The **Browse St. Paul's Groups / Classes / Ministries / Events** web page will be displayed listing **only** the the current events that are allowing electronic (internet) registrations. Scan through the list to find the event you want. Then click on the **Join the Group** link for that event. You will then be asked to **enter your last name**. As you do that you will see a list of names displayed. Keep entering your last name until you see your name on the list. **Select your name on the list**, then click on the **Register Selected Members** button. **If you cannot find your name on the list** then click on the **click here** link to add it. A form will be displayed for you to enter information about yourself. You will be required to enter your name and your email address. Please provide any other information that would be helpful in contacting you. Click on the **Save Information** button at the bottom of the form.

You should next see a message displayed that you have joined the group or in other words you have registered for the event. The event planner will be notified of your RSVP. There is nothing else you need to do. The event planner will most likely send you an email later to remind you of the event and to let you know they are looking forward to seeing you there. So let's get started.

Find an Event

Click on the **Find an Event** button to bring up the list of Events.

Browse St. Paul's Groups / Classes / Ministries / Events

Membership Class   Join the group   Email Leader
Day: **Sunday**   Time of day: **9:15 a.m.**   Frequency: **Weekly**   Start Date: **07/10/2011**   Next Meeting Date: **07/17/2011**
Location: **Abba Java Coffee House in Wesley Center**   Study Topic: **Becoming a Member of the United Methodist Church**
Description: **This four week, hour long class on Sunday mornings is for those interested in becoming members of St. Paul's United Methodist Church. Members will be received on Sunday, July 31st during the 10:45 a.m. worship service. Click on Join the Group above to register or call Virginia Flick at 237-2163 or email her (see link above). Register by July 5th so we are prepared with enough materials.**

Safe Sanctuary Orientation   Join the group   Email Leader
Day: **Saturday**   Time of day: **9:00 a.m.**   Frequency: **Varies - Scheduled by Leader**   Start Date: **07/23/2011**   Next Meeting Date: **07/23/2011**
Location: **Christian Education Center, 3rd floor**   Study Topic: **Safe Sanctuary**
Description: **This orientation is required for all staff persons and any volunteers that work with children or youth. The orientation is 3 hours. Preregistration is required by July 18th. You can register here by clicking on Join the Group (see above) or by contacting Virginia Flick at 237-2168 or email (see above). If childcare is needed, please contact Virginia by July 9. Next 2011 Orientation will be on October 1.**

Spaghetti Dinner   Join the group   Email Leader
Day: **Saturday**   Time of day: **6:00 p.m.**   Frequency: **Varies - Scheduled by Leader**   Start Date: **10/15/2011**   Next Meeting Date: **10/15/2011**
Location: Study Topic: **N/A**
Description: **Come to our delicious Spaghetti Dinner to raise funds for our mission trip.**

Click on **Join the Group** for the event you are interested in registering a person or list of people.

"Spaghetti Dinner" Group/Event Sign Up

Type your last name below and select your name from the list.
(Last 4 digits of phone # are included)
If you cannot find your name in the list click here to add it.
You can select other people by searching again after selecting your name.

zei

Zeiders, Ed - 9241
Zeiders, Eddie - 9241   l United Methodist Church (State College, PA) | Logout
Zeiders, Joan - 9241
Zeiler, Jamie - 8732
Zeiler, Jeff - 8732

Start entering the last name of the person and the list of people will be displayed as you type the last name. When you see the name of the person you want to register, select that name from the list. Their name will appear in a new list created right below the name field. Keep entering last names of people to find another person to register if you have more than one person to register.

"Spaghetti Dinner" Group/Event Sign Up

Type your last name below and select your name from the list.
(Last 4 digits of phone # are included)
You can select other people by searching again after selecting your name.

Selected Member(s)
Zeiders, Ed Remove
Flick, Virginia Remove

Register Selected Member(s)

After completing your list, click on the **Register Selected Member(s)** button. A message will be displayed confirming your registration(s).

Thank you for joining the group! You will receive a confirmation email and an email will be sent to the Leader. Your personal information is securely stored and will be used for administrative purposes by your church.

OK

You have completed the registration process. The event planner can later verify to see if the people you registered are in that event's member list.

The event planner can run reports to print out the list of attendees for the event. This was covered in small group training using the ChurchTeams tool.

How Do I Cancel an Event?

Let's say you did not have enough reservations for your event to continue the event. The best way to handle this is to login to ChurchTeams. Go to your event information and send an email to those who registered for the event to let them know the event was cancelled.

You could then do one of two things: (1) permanently remove the event from the ChurchTeams event list or (2) hide the event from the event list. To permanently remove the event, click on the **Remove Group link** on the **Group Information web page** for your event. To hide the event from the event list, click on the **Group Information link** and change the **Group Status** from **Active to Inactive**. All your information will be retained for the event. It will no longer be visible on the event list. If you have an event that you do monthly or yearly that require reservations this is a good way to handle this situation.

If your event is held at the church, you should **contact Ken Musser to remove the event from ServiceU.** You can do this yourself by signing on to ServiceU, find your event, then click on **Cancel Event**.

What Do I Do When the Event is Over?

You could do one of two things: (1) permanently remove the event from the ChurchTeams event list or (2) hide the event from the event list. To permanently remove the event, click on the **Remove Group link** on the **Group Information web page** for your event. To hide the event from the event list, click on the **Group Information link** and change the **Group Status** from **Active to Inactive**. All your information will be retained for the event. It will no longer be visible on the event list. If you have an event that you do monthly or yearly that require reservations this is a good way to handle this situation.

If you do nothing, the event will remain on the event list and you will get email reminders every week for you to provide a meeting report. The email reminders disappear when you take one of the actions above.

Information for Bulletin and Newsletter Articles
that Reference Using e-RSVP

When you create an article for the church bulletin or monthly newsletter, please make sure you indicate in the article that you can register online for the event by inserting the words **e-RSVP** in the text.

For example: You are invited to a delicious Spaghetti Dinner sponsored by the Men's Accountability Group in the Social Room of the church on October 15th starting at 6 p.m. Cost is $8 adult and $3 for children under age 10. To make reservations, please call the church office or e-RSVP.

Note: Create a hyperlink for the **e-RSVP** text in your article to make it easy for online users reading your article online to link to the **e-RSVP** web page to make their reservations. If you are using Microsoft Word, just click on the **Insert** menu bar item, then **Hyperlink**. Enter the following url address: www.stpaulsc.org/e-rsvp. Click **OK** to create the link. The **e-RSVP** text in your article should now be underscored. Hold down the **Ctrl** key on your keyboard and **at the same time click on the hyperlink** you just created to test the link. The **e-RSVP** web page should open.

Note: This also applies to event articles that are published on the church web site. Make sure you refer to **e-RSVP** in the article and create a link to the **e-rsvp** web page using the **e-RSVP** text.