



### Toronto Whiff of Grape Monthly Meeting Notification

Notification of Whiff dinner meetings is sent in electronic format only, a.k.a., an e-invitation. Currently, the preferred e-invitation mechanism is to use the premium version of the online tool, CELEBRATIONS. The invitations are typically sent two to three weeks before an event and will appear in your email inbox from “The Toronto Whiff of Grape <host@invite.celebrations.com>”. Please respond as soon as possible after receiving the invitation. You may change your response anytime subject to the in effect [No Show Policy](#), currently at least 30 hours in advance of the event.

This document is a guide to help with understanding and using the Whiff’s e-invitation system. Please address any questions, or let us know of any errors, with using the system by email at [Whiff-of-Grape@rogers.com](mailto:Whiff-of-Grape@rogers.com).

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### 1. The Invitation

The invitation consists of 5 main parts, as shown in Figure 1:

- 1** A brief reminder about who the speaker is and the topic – in case you don't have time to read the rest of the invitation's detail.
- 2** Immediate RSVP Response area – just click on your response! More details in section 2 below.
- 3** Graphical highlights of the Event. Clicking on **CLICK TO VIEW INVITATION** will take you to your own personalized webpage for the event – see section 3 below.
- 4** A slightly more detailed narrative about the event including a reminder about how to tell us about **dietary restrictions** you and/or your guests have.
- 5** Date, time and location details of the meeting. **Note:** This email is personalized to your name and email address. If you want to have a prospect sent their own e-invitation, **do not forward your email invitation** – instead, email their name and email address to [RSVP@whiff-of-grape.ca](mailto:RSVP@whiff-of-grape.ca) and we'll send them their own invitation.

You have been invited by The Toronto Whiff of Grape to the February 2014 Whiff Dinner.

**1** Please join fellow Whiffers and their guests on February 25th. We expect Nick Gunz's fascinating talk on one of the most dangerous times in the history of secret intelligence in the modern era - "Moment of Maximum Danger: Submarines, Secret Intelligence, and the Most Dangerous Moment Ever".

For much more background on the topic and speaker visit [www.Whiff-of-Grape.ca](http://www.Whiff-of-Grape.ca)

See you and your guests on the 25th!

Will you be attending?

**3** Whiff of Grape - Feb 25, 2014  
*"Moment of Maximum Danger: Submarines, Secret Intelligence, and the Most Dangerous Moment Ever"*  
 Nick Gunz will give us a fascinating retrospective look at how intelligence and naval operations combined to nearly start a nuclear war during the Cuban Missile Crisis.

[CLICK TO VIEW INVITATION](#)

Please join fellow Whiffers and their guests, on the last Tuesday of February to hear our guest speaker, Nick Gunz, a military intelligence historian. His talk will be an object lesson in how arrogance can be dangerous, how cleverness can lead us astray unless it is tempered with humility. For more background on the speaker and the evening visit [www.Whiff-of-Grape.ca](http://www.Whiff-of-Grape.ca)

**4** RSVP as soon as possible and remember that all changes to your RSVP status must be made before noon on Monday, February 24th. The Whiff's "No Show" will be strictly enforced to be fair to all members and to keep our unnecessary charges to a minimum.

\*\*\*Dietary Restrictions? Please email us with your or your guests dietary requirements.

Detailed instructions on how to respond to this Celebrations e-invitation can be downloaded via the link found at the top of the Whiff website.

**DATE**  
February 25th, 2014, 6:30pm

**LOCATION**  
The Badminton & Racquet Club

**ADDRESS**  
25 St. Clair Ave W.  
Toronto, ON  
M4V 1K6

This email has a unique link, just for you!

Please do not forward it to others. If you would like to invite others to the event, **send a link instead!**

**5**

Figure 1 - Contents of a celebrations e-invitation



## 2. Responding to the Invitation

While reading the email message, simply click on one of the three response buttons (Figure 2) in the banner at the top of the email to indicate your current intention. Please keep the email as you can re-use it to change your RSVP status at a later time – especially if you reply as “Maybe” as we need you to change it to a definitive Yes or No by the cut-off date (and save someone having to bother you later if not changed!)

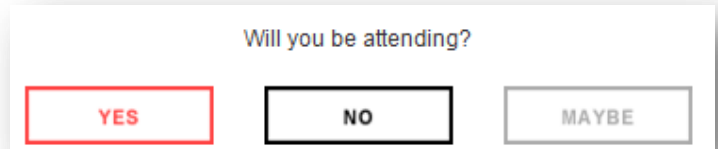


Figure 2 - RSVP Banner in the celebrations Invitation

Your web browser will open to the page shown in **Error! Reference source not found.** below where the response you chose is preselected.

Figure 3 - Initial RSVP response webpage

- If you are declining, simply click on **COMPLETE RSVP**. Note: it is not recommended to include a reason in your optional message if you choose “**For everyone**”.
- If you are attending on your own, you can simply click on **COMPLETE RSVP**. If you have a dietary request, enter it in the comment box, with the **For host only** selected, before completing the RSVP.
- If you have a Guest, please see section 2.1 below for additional instructions.

The system will then acknowledge your choice. If you clicked on the wrong response by accident you may change it immediately by clicking on **(CHANGE)** and following instructions in section 3.1

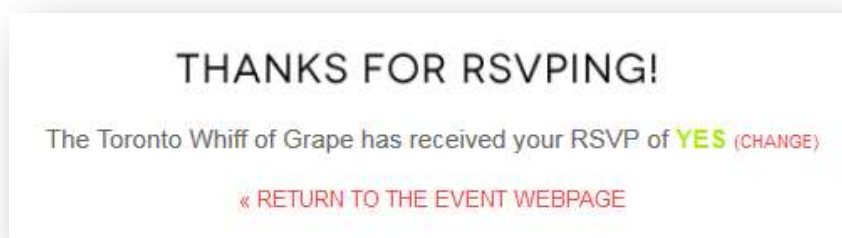


Figure 4 – Thank you for RSVPing webpage



### 2.1. Adding a Guest and Dietary Requests

On the RSVP webpage displayed (Figure 5), simply change the number in your party **1** to reflect the now total number attending, including you, and the RSVP screen will dynamically change to allow you to enter of all your guest(s) names as you want them to appear on a name tag. Please leave your name in the #1 name box. For all dietary requests, please include a description of it as the text of a “For host only” comment. **2**

When all guests names have been added click on



Figure 5 - Adding Guest Names and Dietary Requests

### 2.2. RSVP Confirmation Note

After you RSVP, CELEBRATIONS will email you a confirmation notice like the one shown in Figure 6. Please keep the email as it has a link to [visit your personal event web page](#) that should be used to change your RSVP response later if you need to. Please see section 4 for details on changing responses.

**Note: You should not click on unless you want to setup your own invitations to your own events using CELEBRATIONS.**

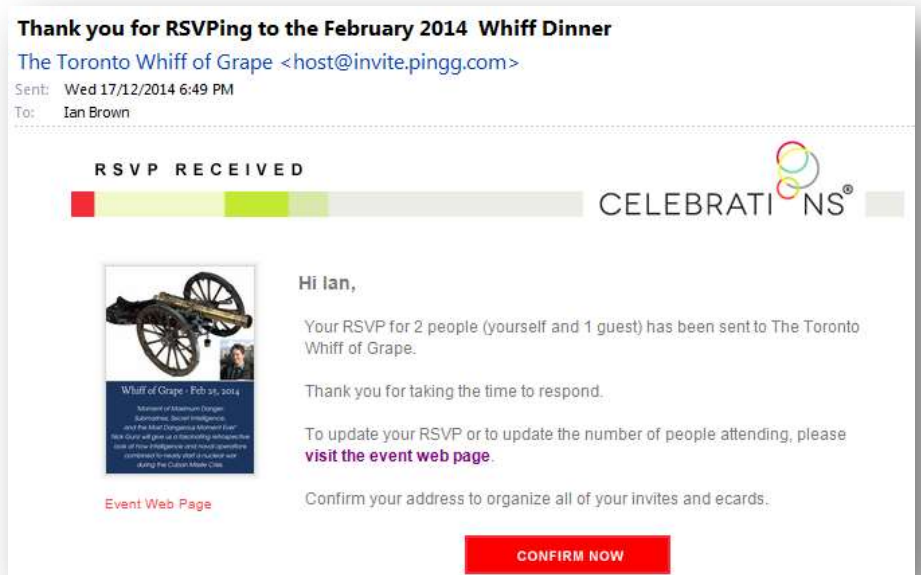


Figure 6 - Example of an RSVP Confirmation Email



### 3. Reviewing the Meeting's Details

Figure 7 below depicts an example of the web page shown in your web browser when you go to your personalized *Event Web Page*.

Notes re the Event Web Page:

- 1 If your name is not shown here then please email [RSVPs@whiff-of-grape.ca](mailto:RSVPs@whiff-of-grape.ca)
- 2 Change your RSVP response (including adding/removing a guest) – see section 4 below.
- 3 View the details of the meeting
- 4 See the list of RSVPs and read comments from other members – see section 0 below
- 5 Find out who has said they are attending – see section 3.2 below
- 6 Send the host a private message – a pop-up window appears for you to send a message
- 7 Open your Google or Yahoo calendar with the event details ready to save or Download a Calendar entry file (.vcs or .ics)
- 8 Click here only if want to use this event management tool for your own events.

Ian Brown (NOT YOU?) 1  
RSVP: YES (CHANGE) 2

INVITATION >> 3  
NEWS & COMMENTS 4  
GUEST LIST 5  
PHOTOS & VIDEO

SHARE & CONNECT

6 → 7

Send your own invitation or greeting card!  
Read party ideas, recipes, DIY inspiration and more.

JOIN CELEBRATIONS 8

**Whiff of Grape - Feb**

"Moment of Maximum Danger"  
Submarines, Secret Intelligence  
and the Most Dangerous Moment  
Nick Gunz will give us a fascinating  
look at how intelligence and navy  
combined to nearly start a nuclear war  
during the Cuban Missile Crisis

**YOUR HOST:** The Toronto Whiff of Grape

**MESSAGE:** Please join fellow Whiffers and the  
hear our guest speaker, Nick Gunz. He  
be an object lesson in how arrogance  
lead us astray unless it is tempered by  
speaker and the evening visitation...

**SHOW MORE »**

**WHAT:** the February 2014 Whiff Dinner

**WHERE:** The Badminton & Racquet Club  
25 St. Clair Ave W.  
Toronto, ON  
M4V 1K6

**WHEN:** January 17th, 2015, 6:30pm

**LINKS:** WHIFF OF GRAPE UPCOMING SPEAKERS

Figure 7 – A Personalized Event Web Page



### 3.1. News and Comments

To see the event’s invitation activities, click on **NEWS & COMMENTS** ▶▶ in the left column of the Event web page. Each time-stamped transaction, e. g., comment, invitation event, RSVP response, is shown in the scroll area on the right. They are listed in reverse chronological order. You can add your own public message for all to see by entering it in the text area just under the **News & Comments** heading and sending it by clicking on **POST**

**News & Comments** HIDE RSVPS

Have something to share?  POST  
 Post a comment for everyone.

- Comment Posted:** Dec 19 @ 12:05AM  
 The speaker is a good friend of mine. I'd be pleased to introduce or thank him if you wish.  
 Ian Brown
- RSVP Received:** Dec 18 @ 6:14PM  
 The Toronto Whiff of Grape . (organizer) replied yes
- RSVP Received:** Dec 18 @ 6:09PM  
 Longtime Whiffer replied maybe
- RSVP Changed:** Dec 18 @ 4:35PM  
 Ian Brown changed reply to yes
- RSVP Changed:** Dec 18 @ 4:32PM  
 Ian Brown changed reply to no
- RSVP Received:** Dec 17 @ 6:44PM  
 Ian Brown replied yes
- Invite Sent:** Dec 17 @ 6:39PM  
 Event sent successfully!
- Invite Created:** Dec 17 @ 6:39PM  
 Invite created successfully!

Figure 8 - News and Comments about the Event

### 3.2. Guest List

You can see the list of all event RSVPs received, grouped by response type and then sorted by first name, by clicking on **GUEST LIST** ▶▶ in the left column of the Event web page

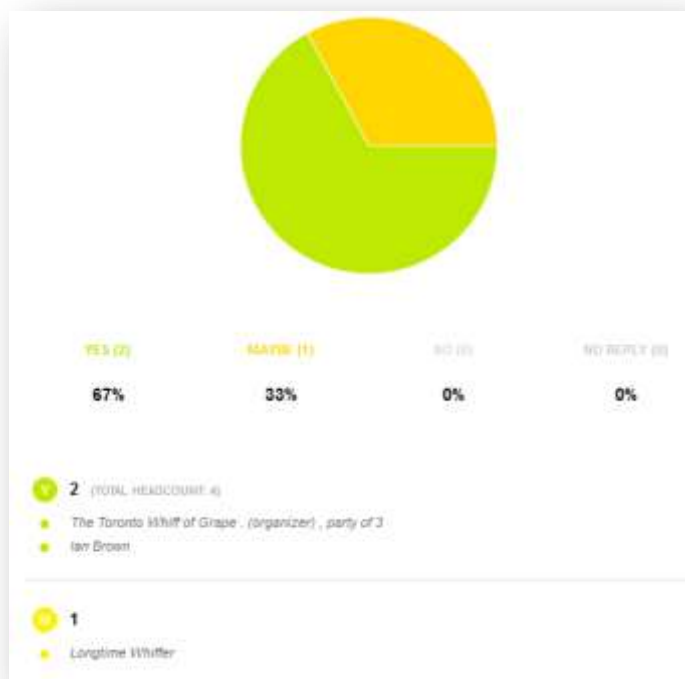


Figure 9 - Current Attendee List for the Event



## 4. Changing your response

A link to your personal RSVP webpage for the event can be found in the event emails from CELEBRATIONS – the original invitation, the confirmation email or any reminder emails. At the top of Event webpage (Figure 10) is a banner which confirms that CELEBRATIONS knows who you are and shows your current RSVP status.

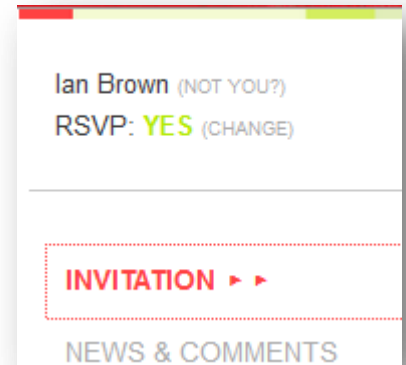


Figure 10 - CELEBRATIONS RSVP status

Click on (CHANGE) to see your current RSVP response, (**Error! Reference source not found.**). If you decide not to make any changes, simply click on « RETURN TO INVITE

To ADD A GUEST, please see section 2.1 *Adding a Guest and Dietary Requests*.

To CHANGE OR CANCEL YOUR RESERVATION, please see section 4.1 *Cancelling a previous Yes or Maybe response*.

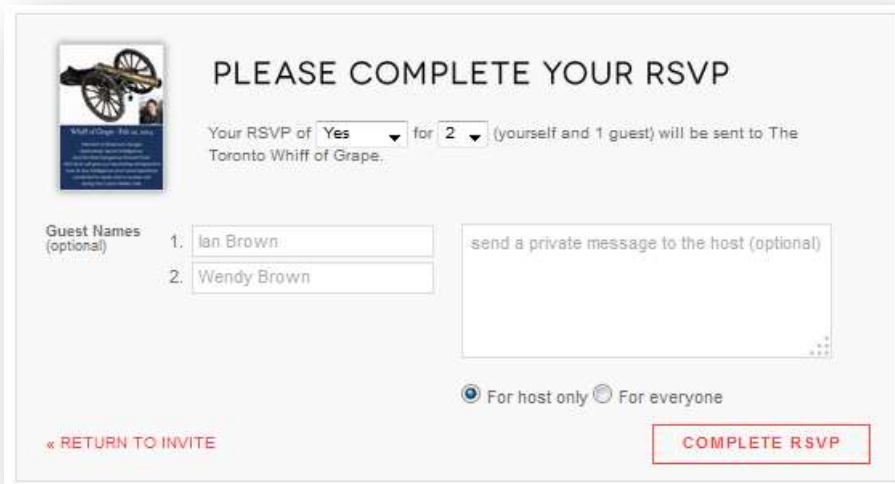


Figure 11 - Current RSVP Status Form

### 4.1. Cancelling a previous Yes or Maybe response

To CANCEL YOUR RESERVATION, change “Yes” or “Maybe” to “No” and then click on



Figure 12 - Cancelling a Reservation



### 4.2. Deleting a Guest(s)

To **delete a guest(s)**, simply remove the name and reduce the count appropriately (N.B.: if the removed guest is not the last in the list, **before** you click on **COMPLETE RSVP**, you must clear the names of the deleted guests and make sure the names of your attending guests are listed immediately after your name as per Figure 13.)

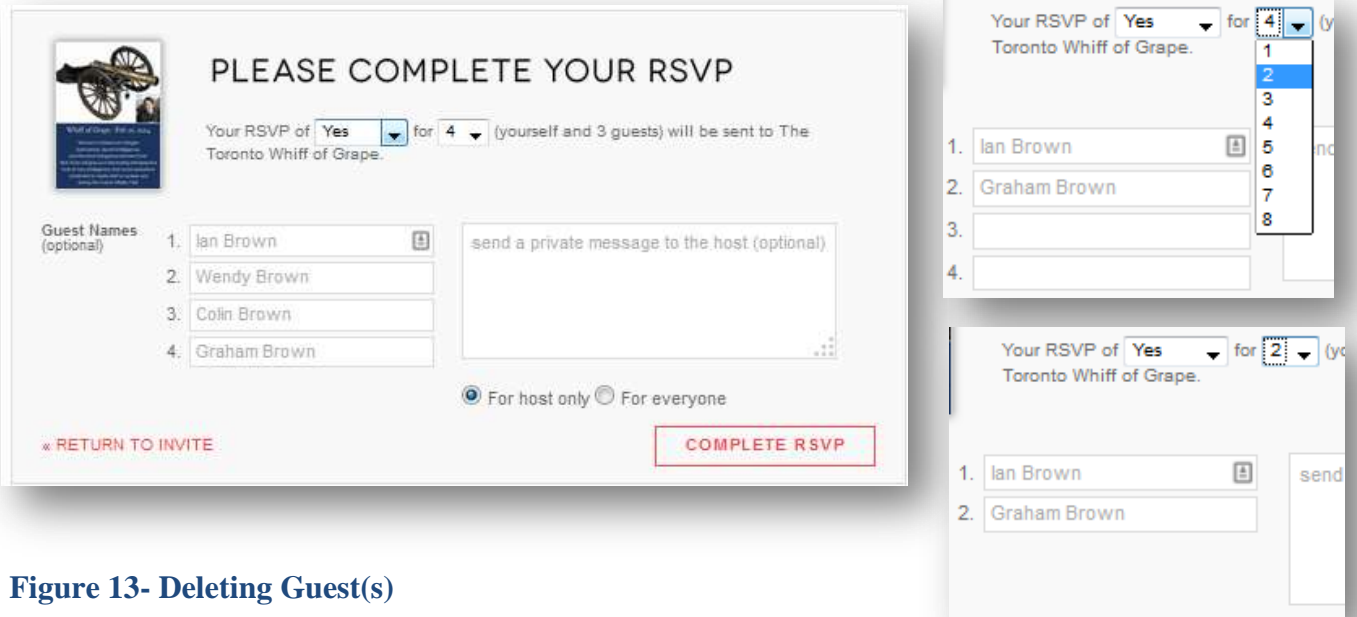


Figure 13- Deleting Guest(s)





### 5. Reminders

The CELEBRATIONS system will send out periodic email reminders. If you have not replied, you may receive several *No Response* reminders. One final *Don't forget to attend* reminder is sent to all attendees on the Sunday evening before the meeting. *Maybe* respondents will receive one requesting their final commitment on the Thursday before the dinner. These reminders are in lieu of the time consuming process of contacting members by phone.

#### 5.1. No Response Reminders

If you haven't responded within a week of the event, CELEBRATIONS will send you a reminder message. You have to click [CLICK HERE](#) to see your personal event details in your browser where you should change your current RSVP response, as per instructions under Figure 3 above.



Figure 14 – No Response Reminder

#### 5.2. Don't forget to attend Reminders

This reminder is just a courtesy tickler to refresh your memory that you have committed to attend the meeting on the next Tuesday evening. If you meant to change your response, but forgot to, this is the last chance to do so before the *No-Show Policy* kicks in. Please make any changes before Monday at noon as that is our irrevocable commitment for attendance counts to the B&R.



Figure 15 – Don't Forget to Attend Reminder



### 5.3. Maybe Reminders

Please remember to change your *Maybe* response to a definitive *Yes* or *No* by the Friday before the meeting.

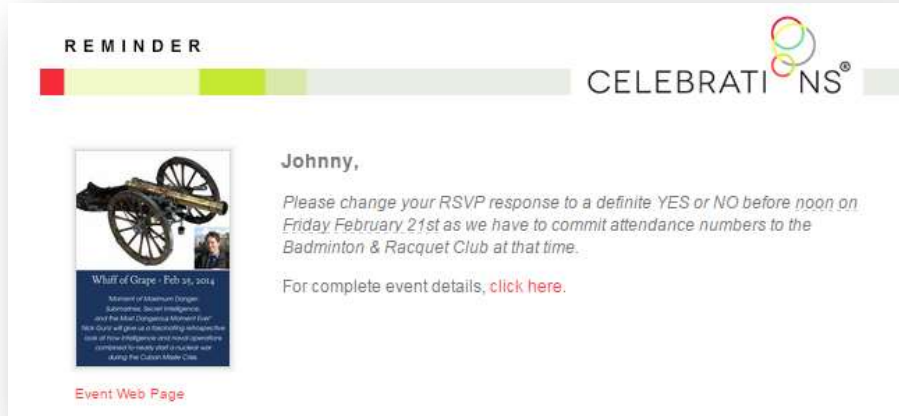


Figure 16 – Maybe Reminder