



Whiff of Grape Monthly Meeting Notification

Notification of Whiff dinner meetings will be sent in electronic format only. Currently, the preferred invitation mechanism is to use the free version of the online tool, **pingg**, from pingg corp. 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.pingg.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 invitation system. Please address any questions, or let us know of any errors, about it by email at Whiff-of-Grape@rogers.com.

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Toronto Whiff of Grape

Responding to pingg Invitations



1. The Invitation

The invitation consists of 4 main parts:

- 1 Link to the website version of the invitation.
- 2 Quick RSVP Response area.
- 3 Graphical highlights of the Event.
- 4 Details and other links.

There are various links to the [Event Web Page](#) which shows additional details and also allows you to change your RSVP response. Clicking on one of those links will take you to the web site which should show your name at the top of the page (see example below).

1 Having trouble seeing this email? [Visit the Event Web Page.](#)

You have been invited by The Toronto Whiff of Grape to February 2011 Whiff Dinner.

2 Will you be attending? Yes No Maybe

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BRIAN WILLIAMS

Whiff of Grape - February 22, 2011

The dean of Canadian sports commentators, Brian Williams, is returning to the Whiff after 10 years. Having covered a total of 12 Olympic Games, as well as every high-profile amateur sporting event around the globe, Brian tells compelling stories of struggle and success from Winter and Summer Olympics - a look back at Vancouver 2010 and thoughts on London. 2012

[Visit the Event Web Page](#)

Host's Message: Join your fellow Whiffers for a great evening to hear from the winner of six Gemini Awards and two Foster Hewitt Awards. Visit the Whiff website, www.whiff-of-grape.ca for more details on our renowned speaker.

We look forward to seeing you and your guests on Tuesday, February 22, 2011. Please ... [more >](#)

Date: February 22nd, 2011, 6:30pm

Location: The Badminton & Racquet Club

Address: 25 St. Clair Ave W. Toronto, ON M4V 1K6

Map: [Link to google map](#)

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!](#)

pingg respects your privacy. To block further invites from this sender or for any other privacy concerns please [review our policies.](#)

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Figure 1 - Contents of a pingg Invitation



Toronto Whiff of Grape

Responding to Invitations



Event Web Page

From the Event Web Page, you can:

- 1 Change your RSVP response (including adding/removing a guest) – see section 4 below.
- 2 Read comments from other members – see section 3.1 below
- 3 Find out who has said they are attending – see section 3.2 below

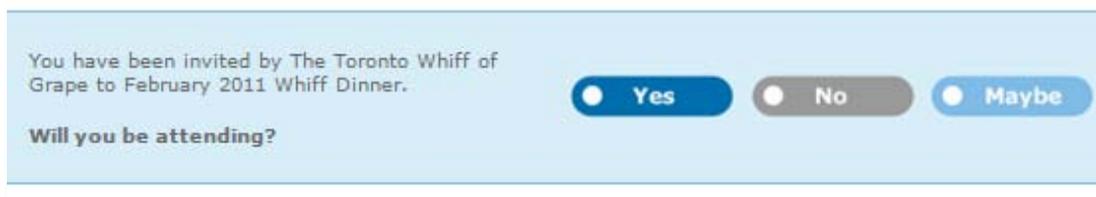
The screenshot shows the event web page interface. At the top, there is a navigation bar with the 'pingg well sent' logo and a user profile for 'Ian Brown (not you?)' with an RSVP status of 'YES (change)' and a circled '1' next to it. Below this are three main navigation links: 'News & Comments' (view) with a circled '2', 'Guest List' (view) with a circled '3', and 'Photos & Video' (view >). A row of social media icons (Twitter, Facebook, etc.) is visible. Below the navigation is a Truvia advertisement with the text 'Try some honest sweetness instead.' and an image of Truvia products. A small banner at the bottom left says 'Browse thousands of beautiful designs from up and coming artists in the pingg gallery >'. The main content area features a featured speaker announcement for Brian Williams, including a photo of him and a large image of a vintage carriage. The text of the announcement reads: 'Whiff of Grape - February 22, 2011. The dean of Canadian sports commentators, Brian Williams, is returning to the Whiff after 10 years. Having covered a total of 12 Olympic Games, as well as every high-profile amateur sporting event around the globe, Brian tells compelling stories of struggle and success from Winter and Summer Olympics - a look back at Vancouver 2010 and thoughts on London, 2012.' Below the announcement is a 'Your Host' section with the following details: 'Host's Message: Join your fellow Whiffers for a great evening to hear from the winner of six Gemini Awards and two Foster Hewitt Awards. Visit the Whiff website, www.whiff-of-grape.ca, for more details on our reno... show more >'. 'What: February 2011 Whiff Dinner'. 'Where: The Badminton & Racquet Club, 25 St. Clair Ave W, Toronto, ON M4V 1K6'. 'When: February 22nd, 2011, 6:30pm'. 'Links: Whiff of Grape Upcoming Speaker website'. To the right of the event details is a Google Map showing the location at the intersection of St. Clair Ave W and Dundas Ave W.

Figure 2 - Main Event webpage



2. Responding to the Invitation

While reading the email message, simply click on one of the three response buttons (Figure 3) 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 status at a later time.



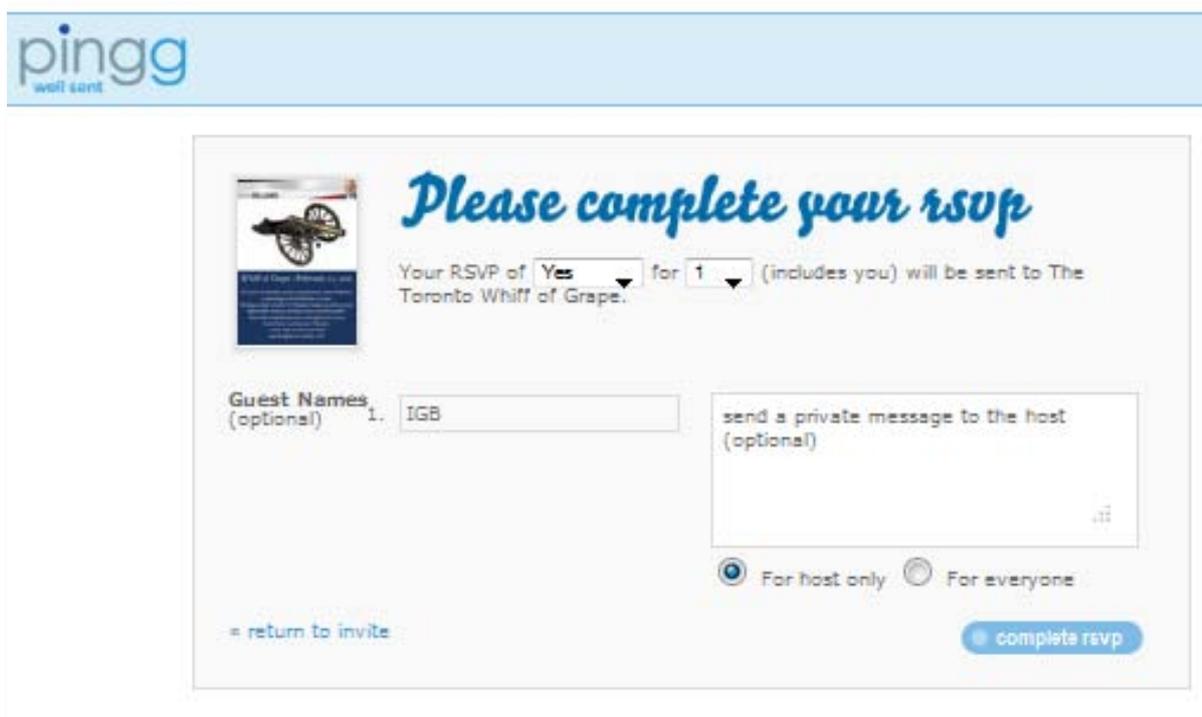
You have been invited by The Toronto Whiff of Grape to February 2011 Whiff Dinner.

Will you be attending?

Yes No Maybe

Figure 3 - RSVP Banner in the pingg Email Invitation

You will then be taken to a webpage (Figure 4) where you can enter your guest(s) names and any special requests.





 **Please complete your rsvp**

Your RSVP of for (includes you) will be sent to The Toronto Whiff of Grape.

Guest Names (optional) 1.

send a private message to the host (optional)

For host only For everyone

[= return to invite](#)

Figure 4 - Initial RSVP response 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 entry of all guest names. For any person with a dietary request, please add a dash and their requirement after the person's name. By adding the dietary request after the name, the Junta will see all such requests on the attendee report generated by pingg.

When all guests names have been added click on



If you are attending on your own and want to add a dietary request, you must enter it as a private message as you can't unfortunately change the name field when only one person is attending.

Figure 5 - Adding Guest Names and Dietary Requests

2.2. RSVP Confirmation Note

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

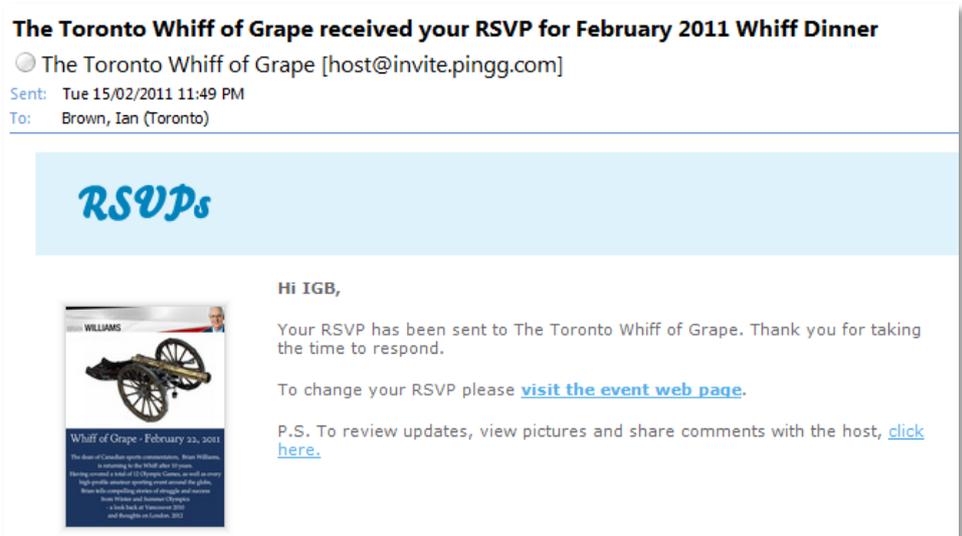


Figure 6 - Example of an RSVP Confirmation Email



3. Reviewing the Meeting’s Details

Click on a [visit the event web page](#) link in one of the pingg emails you have been sent for the event and it will take you to the webpage shown in Figure 8 below.

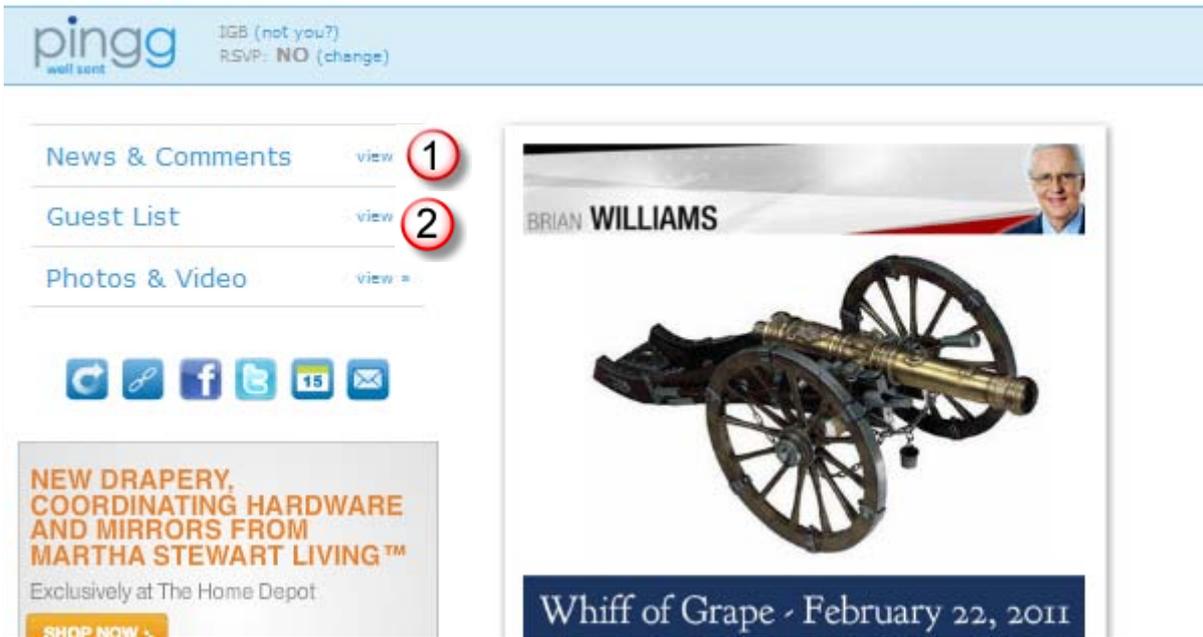


Figure 7 - Event Details webpage

3.1. News and Comments

To see the event’s invitation activities, click on [view » 1](#) to the right of [News & Comments](#) and pingg will display the screen shown in Figure 8 below. The meeting place details are shown in the upper left and each time-stamped transaction, e. g., comments, RSVPs, are shown in the scroll box on the right. To see when and how each person has responded click on [show RSVPs 3](#) and scroll down to see the chronological history for the event.

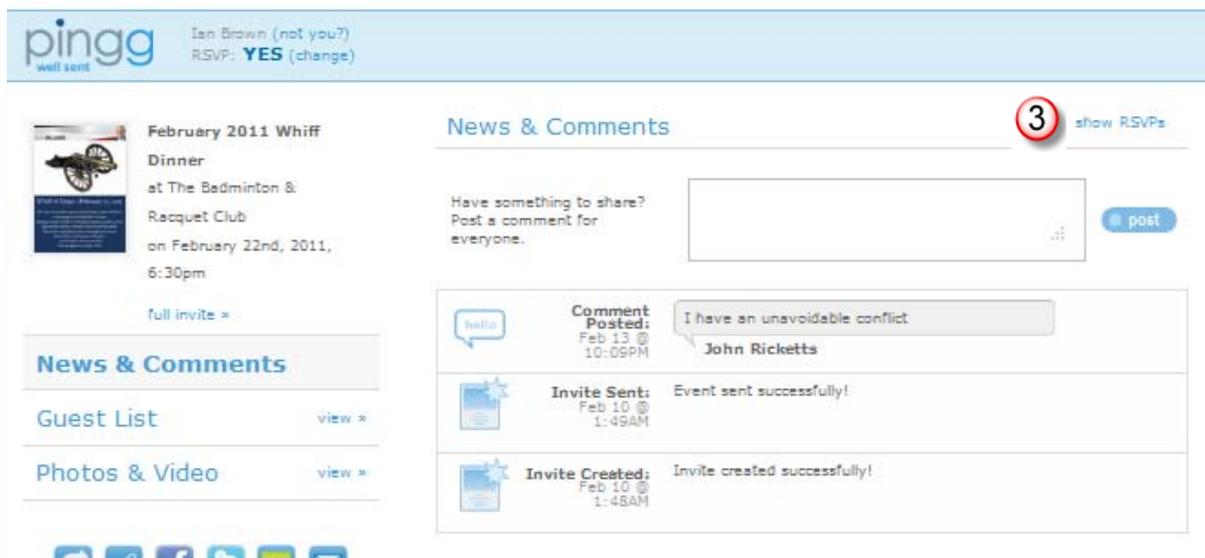


Figure 8 - News and Comments about the Event



Toronto Whiff of Grape

Responding to pingg Invitations



3.2. Guest List

You can see the list of all event acceptances received, sorted by first name, by clicking on [view »](#) **2** to the right of [Guest List](#)

The screenshot shows the pingg website interface. At the top, it says "pingg well sent" and "Ian Brown (not you?) RSVP: YES (change)". The main content area is divided into two columns. The left column contains event details for "February 2011 Whiff Dinner" at "The Badminton & Racquet Club" on "February 22nd, 2011, 6:30pm". Below this are links for "full invite »", "News & Comments view »", "Guest List view »" (with a red circle containing the number 2), and "Photos & Video view »". There are also social media icons for Twitter, Facebook, and others. At the bottom of the left column is an advertisement for Truvia sweetener, featuring a box and a jar, with the text "honestly sweet.® Find it at your grocery store. FIND OUT MORE AT TRUVIA.COM". The right column is titled "Guest List" and shows a summary "yes: 25 (total headcount: 25)". Below this is a list of 25 attendees, each preceded by a blue circular icon. The list starts with "The Toronto Whiff of Grape . (organizer)" and includes names such as Alan Frosst, Arnold Massey, Bob Adams, Bob Morrison, Brian Carter, Brian Westlake, David Temple, Don Morrison, Douglas Davis, Dr Robin Holloway, Henry Borden, Ian Brown, James McKinney, Jock Fleming, Julian Merry, Mark Benadiba, Michael McQuaid, Peter Martin, Peter Sisam, Rob Woodrooffe, Ron Hume, Tom Leverty, Tom Sanderson, and William Hewitt.

Figure 9 - Current Attendee List for the Event



4. Changing your response

A link to the Event’s webpage can be found in the event emails from pingg – invitation, confirmation note or reminder notes – or from the Upcoming Speaker notes on the Whiff website. At the top of Event webpage (Figure 10) is a banner which confirms that ping knows who you are and shows your current RSVP status – (+1) indicates 1 guest.

Click on [\(change\)](#) **1** to see the RSVP details page. (Figure 11)

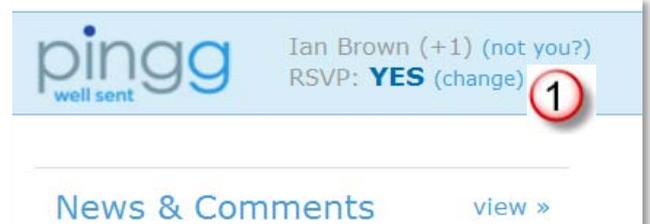


Figure 10 - pingg RSVP Banner

Figure 11 - Current rsvp Status Form

If you decide not to make any changes, simply click on [« return to invite](#) **1**
To **add a guest**, please see section 2.1 *Adding a Guest and Dietary Requests*.

4.1. Cancelling a previous acceptance or Maybe

To **cancel your reservation**, change “Yes” or “Maybe” to “No” and then click on [complete rsvp](#)

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 , you must move the last guest's name to the entry you just blanked out as per Figure 13.)

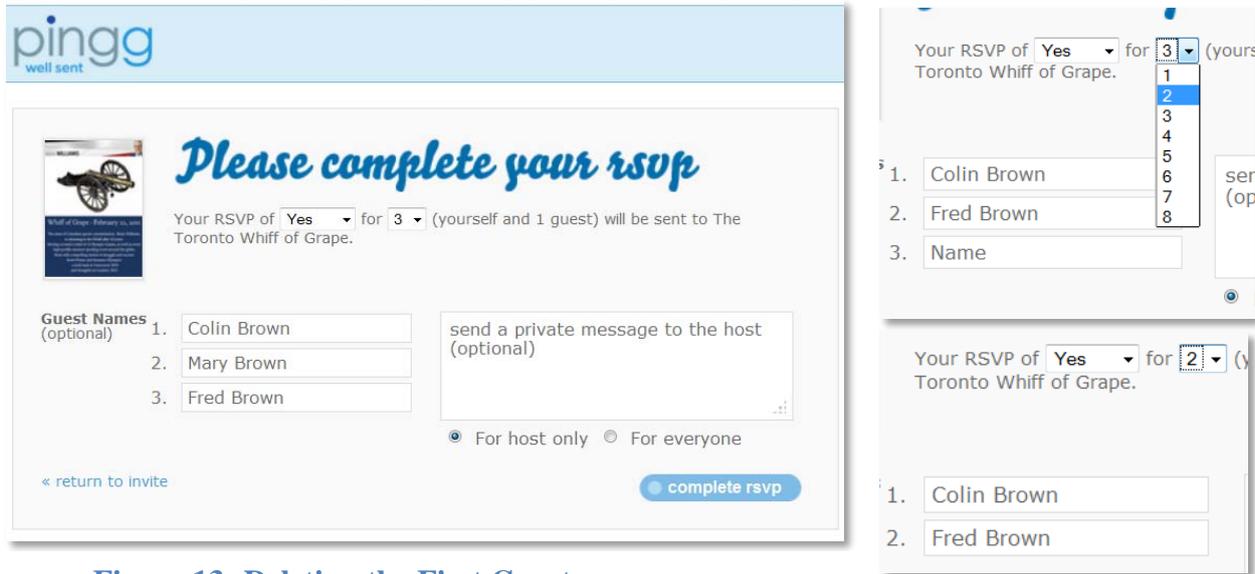


Figure 13- Deleting the First Guest

5. Reminders

If you haven't responded within a week of the event, you will be sent a reminder message from **pingg**. You have to click to see the event details and to change your current rsvp response in your browser, where it will ask for your RSVP response (Figure 4). Continue with processes described above.

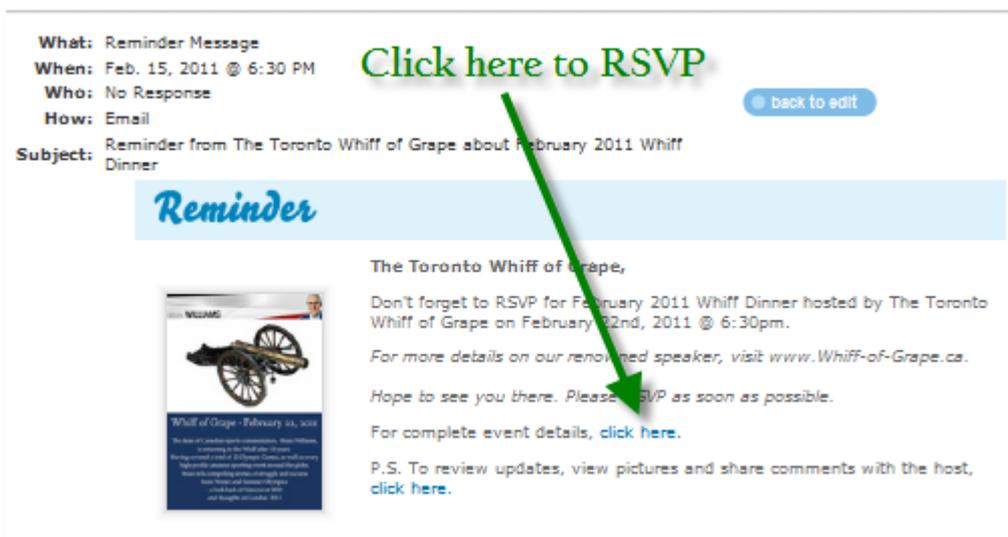


Figure 14 - Reminder Example