

STEP-BY-STEP RSVP AND PAYMENT INSTRUCTIONS FOR THE OLPH SCHOOL GALA

1. Please click on the **RSVP** link you were provided to let us know you will be attending.
2. You will be redirected to the **RSVPify site**.
3. Enter your email and indicate how many will attend in your party.
 - Are you going by yourself? Then enter one (1).
 - Are you going with your spouse? Then enter two (2).
 - Are you buying a table? Then enter eight (8).
 - Are you going with non-school friends? Then enter the amount in your party.
4. Click on the **NEXT** button.
5. You will be sent to page two (2) of three (3).
6. At page two (2) please enter your title, name, and last name.
7. Answer the **“Are you able to attend?”** Question
 - Choose from **“Accept with pleasure”** or **“Decline with regret”**.
 - **“Decline with regret”**
 - If you choose this option you are done, click on the **“Next”** button and you will be taken to page three (3) You may leave a message with your RSVP.
 - **“Accept with pleasure”**
 - The question **“Is your ticket already paid for?”** Will appear, please choose from these options:
 - **Yes, through Smart Tuition**
 - One (1) ticket is charged through smart tuition as a mandatory fundraising fee whether you attend or not. Choose this option if you would like to take advantage of this already purchased ticket.
 - **Yes, through credit or PayPal at event site**
 - If you have already paid for extra tickets or tables online, you may choose this option. You may purchase extra guest tickets at the event landing page of the link you were provided. You will also see the link when you are done with your RSVP. Here you can purchase a table of eight (8) or extra individual tickets i.e. Spouse ticket.
 - **Yes, I sent a check**
 - If you have already given a check to the office made out to **OLPH PTO**, for this extra guest ticket, then choose this option.
 - **Not yet, I will send a check.**
 - If you will be sending a check to the office made out to **OLPH PTO within 24 business hours**, for this extra guest ticket, then choose this option.
 - **Not yet, I will pay online**
 - If you will be making an online payment for any extra tickets **at the end of this registration or within 24 business hours at the event landing page**, then choose this option.
 - Please choose your entrée from the drop down list.
 - Your choices are a **“MEAT” “POULTRY”** or a **“VEGETARIAN”** dish.

8. Click on the **NEXT** button.
 9. You will be sent to page three (3) of three (3).
10. Answer the **“Would you like to be seated with someone in particular?”**.
- Choose from these options:
 - **Yes, indicate below.**
 - Choose this option if you have the names of the people you would like to be seated with. Remember your RSVP must match with the names of the people who you would like to be seated with. Indicate their name in the **“Would you like to include a note with your RSVP?”** section.
 - **It does not matter.**
 - Choose this option if you would like to seat with other Gala guest who choose this option.
 - **Parents from my grade.**
 - Choose this if you would like to seat with parents of your same grade. Indicate what grade you are in, in the **“Would you like to include a note with your RSVP?”** section.

11. Click on the **“SUBMIT RSVP”** button.
 12. You will be taken to the **“Thank you for your RSVP”** confirmation page.
 13. Here, you will see important information regarding the Gala.
 - If you need to purchase another ticket/s, click on the **“Purchase Extra Tickets”** tab, above the **“Who is going”** tab in the right-hand side of the screen. Or click on the **HERE** tab in the confirmation page.
14. Read the confirmation message when you register. **There is a lot of informational material there.**

PAYMENT

1. Please click on the **“Purchase Extra Tickets”** or **“Raise the Paddle”** on the event landing page.
2. You will be redirected to another screen.
3. Please enter all of your personal relevant information.
4. Then choose from the **“Items for sale”** directory:
 - Choose from these options:
 - **Table of Eight** – Invite your non-school friends and have a great time!
 - **Extra Event Ticket** – Choose the number of friends you would like to share our Gala with! Then pay for them!
 - **Raise the paddle donation** – Would you like to share this link with other folks? You can't attend, but would love to contribute! Choose one of

our paddle donations selections. If you are attending but would love to pre-bid, here is your chance!

5. Click on **REGISTER**

6. Choose the payment method

- Pay with **credit card, PayPal, or check?** Click **CONTINUE**:
 - If you chose **“Pay with credit card”** – Please enter payment summary, billing contact, and credit card information.
 - If you choose **PayPal**, please sign in and pay for your items.
 - If you choose **BY CHECK**, please write a check to **OLPH PTO**, with the amount of your choosing, whether tables, extra tickets, or raise the paddle.

7. Please click on the **“CONTINUE”** button.

8. If paying by “check” you are done and review payment information. Make sure to send check in the next **24 business hours**.

9. If paying by **“credit card”**

10. Review payment summary and make sure you are paying for what you selected.

11. Enter information on billing contact and credit card information.

12. Click on **“Pay Now”**

13. You will receive information **how to RSVP at RSVPify**, your email will contain your receipt for the transaction. Thank you for your RSVP!

If you have any questions, concerns, or you need help registering or paying for your tickets please do not hesitate to contact us at olphcatholicschoolscv@gmail.com or glenda@msn.com