



Elder RSVP for 2017 Holiday Events

New this year

- Visiting Volunteers and LBFE Staff will assist elders in RSVPing for the holiday events. This includes RSVPs for elders who can't attend one or both of the events.
- We're using Eventbrite to track elder RSVPs, as well as event volunteer registrations.

How to record an elder's RSVP for the holiday events

1. Based on your conversation with the elder, select the appropriate situation in the left column and click on the accompanying Thanksgiving or Christmas Eve link. **Remember to repeat this step for both holidays!**
2. If the elder isn't sure about attending an event, continue with registration as if she/he can attend. (We'll follow-up with the elder closer to the event to confirm the RSVP.)
3. Please save this document in case the elder wants to change an RSVP.

If the elder ...	Thanksgiving Link	Christmas Eve Link
will attend the event and needs a Volunteer Driver	https://lbfemn-t2017-eldersvp-volunteerdriver.eventbrite.com	https://lbfemn-c2017-eldersvp-volunteerdriver.eventbrite.com
will attend the event and arrive with her/his Visiting Volunteer	https://lbfemn-t2017-eldersvp-visitingvolunteer.eventbrite.com	https://lbfemn-c2017-eldersvp-visitingvolunteer.eventbrite.com
will attend the event and needs a Metro Mobility reservation	https://lbfemn-t2017-eldersvp-metromobility.eventbrite.com	https://lbfemn-c2017-eldersvp-metromobility.eventbrite.com
will attend the event and arrange her/his own transportation	https://lbfemn-t2017-eldersvp-owntransportation.eventbrite.com	https://lbfemn-c2017-eldersvp-owntransportation.eventbrite.com
won't attend the event and wants a home delivered meal	https://lbfemn-t2017-eldersvp-mealdelivery.eventbrite.com	https://lbfemn-c2017-eldersvp-mealdelivery.eventbrite.com
won't attend the event and doesn't want a home delivered meal	https://lbfemn-t2017-eldersvp-notattending.eventbrite.com	https://lbfemn-c2017-eldersvp-notattending.eventbrite.com

Tips and tricks

1. In Eventbrite, enter your own name and e-mail address in the "Your information" section. Enter the elder's contact information in the "Ticket 1 – Elder" section.
2. If the elder changes her/his mind about attending an event, use the links above to enter the new RSVP. In the Comments field for the elder, please enter this note: **change in elder RSVP**. We'll take care of cancelling the elder's old RSVP.

Questions?

- We're here to help! Drop us a line at holidays@littlebrothersmn.org or call us at 612-746-0725.