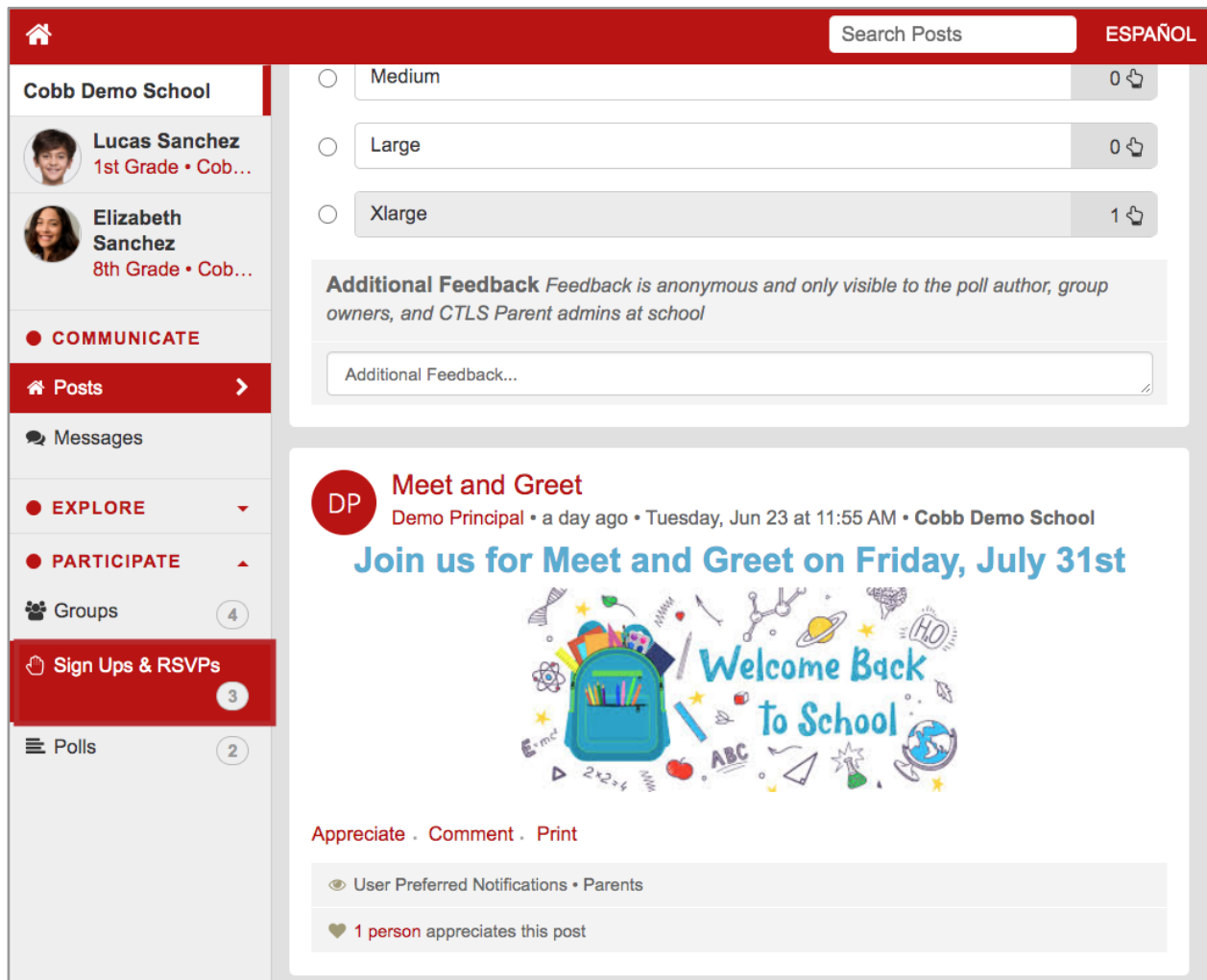


## How to RSVP for an Event

With CTLS Parent, you can easily let your child’s teacher or school staff know if you’ll be attending an event.

### RSVPing for an Event

1. Select “Sign Ups & RSVPs” on the left toolbar under PARTICIPATE.



The screenshot shows the CTLS Parent app interface. On the left is a navigation sidebar with a home icon at the top. Below it, the user is identified as 'Cobb Demo School'. Two user profiles are listed: Lucas Sanchez (1st Grade) and Elizabeth Sanchez (8th Grade). The sidebar is divided into three main sections: COMMUNICATE (with 'Posts' selected), EXPLORE, and PARTICIPATE (with 'Sign Ups & RSVPs' selected and a notification badge showing '3'). At the bottom of the sidebar are 'Groups' (4) and 'Polls' (2).

The main content area features a search bar for 'Search Posts' and a language toggle for 'ESPAÑOL'. Below this is a poll with three options: 'Medium' (0 votes), 'Large' (0 votes), and 'Xlarge' (1 vote). An 'Additional Feedback' section is present, with a text input field and a note: 'Feedback is anonymous and only visible to the poll author, group owners, and CTLS Parent admins at school'.

The main content area also displays a post titled 'Meet and Greet' by 'Demo Principal', dated 'Tuesday, Jun 23 at 11:55 AM'. The post text says 'Join us for Meet and Greet on Friday, July 31st' and includes a colorful graphic with the text 'Welcome Back To School' surrounded by school-related icons like a backpack, pencil, ruler, and globe. Below the post are options to 'Appreciate', 'Comment', and 'Print'. At the bottom, there are notification settings for 'User Preferred Notifications' and a heart icon indicating '1 person appreciates this post'.

## How to RSVP for an Event

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**2. This will display all posts that allow an RSVP or Sign Up.** Find the post you are looking for. Click on the circle next to “Yes, I will attend” or “No, I cannot attend”.

**DP Meeting**  
0 RSVPs • 0/14 Items • 0/1 Sign Up • Demo Principal • 16 days ago • Monday, Jun 8 at 4:38 PM • Robotics Club

JUL 25 Saturday 9:30 AM - 10:30 AM

**RSVP**

Yes, I will attend  
 No, I cannot attend

Please join us July 25th at 9:30 in the cafeteria for an information meeting about this upcoming year. We will see many changes to meetings and competitions based on new Covid-29 protocols.

**3. Type in the number of adults and children you are RSVPing for.** Then, click “Save” to complete the RSVP request. Your name will appear to others after you save.

RSVP for: Meeting

1 Total attendees

Note (optional)

Cancel, do not RSVP! Save