



Take a Tour!

Take a virtual tour of our brand-new RSVP site!

We recently launched our revitalized meeting calendar and email management platform! Take the virtual tour to learn more: <https://vimeo.com/477362425/f2061b5d62>

FAQs

How do I login?

To access your RSVP profile, please sign-in here: <https://mnccc.org/rsvp>. If you do not have an RSVP profile, you may create one here: <https://calendar.mnccc.org/register.aspx>.

My password is not working, can you assist?

On the login page, click “Reset my Password”. A temporary password link will be emailed to you and you will have 30 minutes to change your password.

What does All Meetings vs. My Meetings mean?

The **All Meetings** view displays all MnCCC meetings. Our meetings are made public so you can see which user group meetings are occurring and when. If that meeting is not in your RSVP profile and you would like to receive notices, you may edit your group membership!

The **My Meetings** view displays only the user group or sub-group meetings selected in your profile. If you would like to receive meeting notices from another group or committee, you may edit your group membership.

How do I edit my group membership?

Login to your RSVP profile and select “Edit My Group Membership” at the top. You will be directed to select which user group(s) and sub-group(s) you would like receive notifications from. Be sure to save your changes!

I no longer want to receive user group notifications; how can I remove them?

Go to “Edit My Group Membership” and de-select the user group(s) that you no longer want to receive notifications from.

What do these icons mean?

In your RSVP calendar, you will find these two icons in both *All Meetings* and *My Meetings*. They are helpful tools for displaying your meeting info visually. You can easily toggle between the two views depending on how you prefer to look at your meeting info.




This **List View** icon provides a more detailed overview of your monthly user group(s) meetings, time and dates, and how you RSVP'd in a listed format.



This **Calendar View** icon provides a more visual overview of your monthly user group(s) meetings, along with its time and date in a calendar format.

Can I receive a calendar invite to my email?

Absolutely! Click into the meeting and scroll down to “My RSVP Status” and select  the send invite icon. You will receive a calendar invite and can sync the meeting details directly to your outlook calendar.

The deadline to RSVP has passed, can I still attend the meeting?

If you can no longer RSVP for a meeting, there is a good chance the deadline to RSVP passed. Most meetings require that you RSVP at least 3 days in advance. The 3-day buffer gives MnCCC Staff enough time to prepare for the meeting. Rest assured, you can still RSVP for the meeting, but you will need to contact MnCCC staff in order to get registered. For immediate assistance, please email info@mnccc.org or call (651) 401-4206.

I am retiring (or this person has left my county) as of (date). Could you please remove me/them from your RSVP mailing list?

If you are retiring or leaving, please change your login account end date in the calendar. If you are notifying MnCCC about someone else that has left your organization, please email or call any of us at MnCCC. We'll be happy to inactivate their profile in RSVP.

Why am I not receiving job postings?

MnCCC recently launched a new webpage dedicated to job postings. We can receive multiple job postings to share in one day, so rather than inundate your email inboxes, we will post them to our website where a link to the webpage will be shared to RSVP on a monthly basis.

To access job postings, please visit: <https://mnccc.org/resource-center/jobs/>.

If you would like us to post a job opening, please contact Emily Ladd at emily@mnccc.org.

Why can't I see this meeting on my RSVP calendar?

If you can't find a meeting that you need to RSVP for in your calendar, there is a chance the user group the meeting is associated with is not selected in your RSVP profile. To add it to your profile, go to "Edit My Group Membership" and add the user group.

I would like to register a staff member for this training/meeting. Could you add them to the list of attendees?

Please have your staff member create a profile in RSVP, even if they may only attend this one session. MnCCC asks this for a variety of reasons. 1) We do our billing from our RSVP lists, and 2) The RSVP profile gives the attendee access to meeting details and follow-up documents that they would not receive if there's no online RSVP. The profile only needs to be created once, and if the attendee needs to go to future meetings, this will give them continuous access to future meeting notices.

Due to a scheduling conflict, this person will not be able to attend, and I was asked to go in their place. What do I need to do to get registered?

If you don't have a profile set up in RSVP, please do so and add the specific meeting for which you are looking to attend. If you already have a profile set up, make sure you have this meeting checked in your profile. You can then go to your personal calendar of meetings and RSVP on that meeting date.

How do I pay for this meeting/training session? Do you take credit cards?

Our accountant will invoice all attendees after the session(s) by using the list of RSVP'd attendees. For any questions on billing, please contact Mike Fox at mike@mnccc.org.

Where do I find meeting minutes?

Click into the meeting on your RSVP profile and scroll down to attachments where minutes are posted.

How do I confirm that I RSVP'd for a meeting?

In your RSVP profile, select "My Meetings" in the calendar view or list view, select the date and you can view your RSVP status to confirm.

Do you have other questions? Reach out to MnCCC Staff.

For any RSVP questions, please reach us at info@mnccc.org or call (651) 401-4206.