

Guest Help

PRIVACY - We wanted to let you know that NONE of your guests will receive any communication from us nor do we sell our email lists to anyone under any circumstances. We believe in keeping your name and information private to OurWedvite.com

TEST INVITATION - If you notice under the "invite/rsvp" tab you will see you can send a Test invitation to yourself to see what your guests are going to receive after you have made your template and invitation.

CREATING YOUR GUEST LIST - If possible use personal emails for all of your guests. Some corporations or businesses have fire walls that prevent your invitation from appearing in their emails. You can either manually input each guest by clicking on the "I" icon, or you can import them from a CSV file or excel spreadsheet. See details on importing on the lower right hand side of the screen.

GUEST MANAGEMENT

You can organize your guests into groups by following the directions under the Guest Group Type.

You can either check the "Send Invite" box or you can wait to invite all of your guests at once. Clicking this does not send your invitation until you are ready to send your invitation under the "send/print" tab.

Guest Count: This will allow you to track how many guests you are inviting and how many are actually coming. The guests will be able to change this number if needed. For example, you invited Mr. and Mrs. John Smith and Family to the wedding but they don't want to bring their two children so they change 4 guests to 2 guests.

Salutation: This will appear on the standard envelope that all your guests receive so they know who is invited to the event. For example: (Salutation) Mr. and Mrs. Steven Smith

The first and last name along with the address, city, state, zip, phone and mobile phone are for your use only. This is to help you better manage your guests. They do not appear to your guests at any point and are not mandatory fields.

INVITING GUESTS - If you would like to invite your guests as a group, click the box "show all guests." Check the box directly to the left of the "action" column. Once you have done this you will see check marks next to each of your guest's name. You are now ready to click on the "invite" button (with the green checkmark). Once complete, you will notice that the "Invite" Column will now have a green check mark next to each guest. This means that WHEN you send your invitation these are the guests that will receive your invitation. If you later would like to add another guest, simply manually click the "I" icon and check the "Invite Guest" box.

Once you have sent your invitation, you will be able to see which guests have received it, when they open it or if they didn't open it at all. This can be found under the rsvp list tab located under the "invite/rsvp" tab.

If you need to change anything on your list please make the change(s) and click on the "Refresh" Button to update those change.