

Invite/RSVP Help

Please enter all of the information/details of your wedding. Once complete, click Next at the bottom of the page. This will take you to the Selections tab to add more details if needed. Once you have clicked Next, your information will be saved for this template. If you ever need to return to this template/invitation to make changes, look to the right of your computer screen under "My Saved Invitations." You will see your saved template/invitation. Click on the template/invitation that you want to add details to. Choose either a "Wedding Invitation or Save the Date" from the drop down list.

The Opening Title is what your guests will see on the standard envelope that is sent out to your guests. You can either use the default wording or create your own. For example, Mr. and Mrs. Steven Smith "please save the date for the wedding of" Jennifer Yost and Michael Johnston.

On the right hand side of the page you will see "Guest Response List." OurWedvite.com tracks all of your guests' responses here. Click on the "Print" icon and a spreadsheet will appear that will show you valuable information about your guests, including personal messages and dinner choices (if you have included that in your invitation). This may be printed or just used a reference tool within OurWedvite.com.

The rest of the fields on this page are self-explanatory. On the bottom of this page you will see an "invitation message" field. Here you can send a standard note to all your guests or you can leave it blank. For example: "We are so excited to see everyone at the wedding" or you can add some details like what to wear, visit our website for additional details, or anything else you want your guests to know. Once complete then click "next."

This will automatically bring you to the "Selections" tab. You have the option here to enter in specific entree's or if you are having a wedding theme. You also have the option to leave this blank. Once complete, click "next."

This will take you to the "Registry/Links" You can enter where you are registered, your wedding website, specific links for traveling, maps, or hotel links. Or you can leave this blank as well. From here click on "finish."

You will automatically be taken to the "Send/Print" tab. From here you can send a "test" invitation to yourself, or send a live wedding invitation or save the date invitation.

If you are interested in receiving a print ready PDF of your wedding invitation or save the date please click on the "print" button. You will receive a PDF within three business days in which you can print from your own computer or take it to a professional printer. You can use these for those guests without emails or you can request it for a keepsake. You only can request one Save the date and one invitation PDF per premium member.

Sending Thank You Cards And Managing Your RSVP's

Go to the "Invite/RSVP" tab. Click on the "RSVP List." Once you have sent your live invitation, your guests' responses will show up here. You will be able to track who's coming, who has viewed the invitation, what meal choices your guests would like, etc. You can also see those who didn't receive the invitation or didn't open it, in which case you can either follow up with them or send a "reminder." If you send a reminder, it will only be sent to those who have not responded from the "Send/Print" tab. For those guests who don't open their invitation you may want to either email them from your personal account or follow up with a phone call as you would with any paper invitation to give them a heads up about your invitation. You may need to resend it again to that one guest. Please follow the instructions above on how to send it to just one guest.

All of your guests' comments are for your eyes only and are not shared with any of the other guests.

On the far right hand side you will notice a "Thanks" column. Click on the yellow icon below and you will be able to write a personal note to each and every one of your guests for the gift they sent you. You will be able to pick from one of 4 thank you cards or you can have one created by paying \$49.99 to get custom templates to match your wedding theme or thank you cards to match your invitations.

Once you have written all of your thank you cards. You can go to the "Send/Print" tab and send all your thank you cards at once, or you can do them in stages. You can also send a test Thank you from the "Send/Print" tab to review the thank you card before it is sent.