



**Estate Planning Council
Member User Guide
www.estateplanningcouncil.com**

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Responding to an RSVP

Once the details for an event are confirmed, a Site Administrator will send an email to all members with information about the event and information on how to RSVP for the event.

This email will arrive at the email address you have given to the EPC Membership Secretary. If you need to change your email address, please contact the Membership Secretary.

Note: To ensure EPC event emails are received successfully, add info@estateplanningcouncil.com to your address book. You may also need to speak with your network administrator to allow emails from this address through any spam firewalls installed on your network.

This is a sample of an email you will receive. Note the sender address (info@estateplanningcouncil.com), the date and time of the event, the RSVP date, and the link that needs to be clicked **prior to the RSVP deadline** in order to respond.



RSVP Step 1 – Confirming Your Contact Info

Each time you respond to an event, you will be asked to confirm your contact information. Please double-check that the details listed are correct as this is the information that is displayed for the general public viewing the site. Once you are certain the information is correct, click the “Next” button to continue. Note: clicking the “Cancel” button will take you to the EPC homepage.

Confirm your contact information:

Note: Our records indicate that you have not renewed your membership for the current term.

First Name:	<input type="text" value="Michael"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text" value="Yereniuk"/>
Company Name:	<input type="text" value="Chickenlip Consulting Corp"/>
Address Line 1:	<input type="text" value="Box 61066"/>
Address Line 2:	<input type="text"/>
City:	<input type="text" value="Edmonton"/>
Province:	<input type="text" value="AB"/>
Postal Code:	<input type="text" value="T5E 6J6"/>
Phone #:	<input type="text" value="(780) 456-6625"/>
Fax #:	<input type="text"/>
Email Address:	<input type="text" value="michael@chickenlip.com"/>
Website:	<input type="text" value="www.chickenlip.com"/>
	<input type="button" value="Cancel"/> <input type="button" value="Next"/>

Note: If you have not paid your current term membership dues, a message will be displayed on this page. You will still be able to RSVP for this event.

RSVP Step 2 – Confirm Your Attendance

The next step is to indicate whether or not you will be attending and how many guests you are bringing to the event.

Fill out the information and click the “Finish” button to submit your RSVP.

Confirm your attendance:

Event Type: Meeting

Event Date: January 31, 2007 7:00 PM

Description: Details to follow

Will you attend:

Yes No

Guests:

Cancel

Finish

If everything was filled out correctly, an email will be sent to you with a confirmation of your response.

Note: If you need to change your response, you can click on the link in the email again and modify your response.

Changing Your Contact Info between Events

Although you are prompted to confirm your contact information when responding to an EPC event email, you can change your contact information at any time.

At the bottom of each page is a link to "Update Your Contact Information".

Copyright © 2007 Estate Planning Council of Edmonton | [Update Your Contact Information](#) | [Admin](#) | Powered by Chickenlip

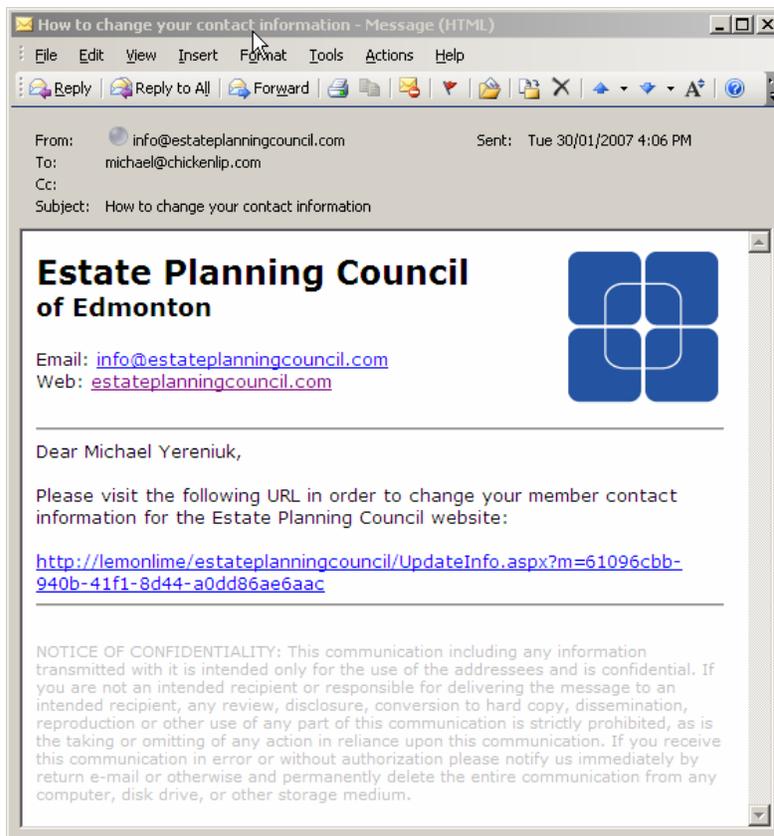
Clicking this link will load a page asking for your email address. Fill out the email address that EPC has on file and click the "Send" button.

Change Your Contact Information

Before you can edit your contact information, you must enter a valid email address that is registered with this site. An email will be sent to you with instructions on how to change your contact information.

Email Address:

You will receive an email with a link to change your contact information. Click the link to load the "Confirm Your Contact Information" screen.



Confirm your contact information:

Note: Our records indicate that you have not renewed your membership for the current term.

First Name:	<input type="text" value="Michael"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text" value="Yereniuk"/>
Company Name:	<input type="text" value="Chickenlip Consulting Corp"/>
Address Line 1:	<input type="text" value="Box 61066"/>
Address Line 2:	<input type="text"/>
City:	<input type="text" value="Edmonton"/>
Province:	<input type="text" value="AB"/>
Postal Code:	<input type="text" value="T5E 6J6"/>
Phone #:	<input type="text" value="(780) 456-6625"/>
Fax #:	<input type="text"/>
Email Address:	<input type="text" value="michael@chickenlip.com"/>
Website:	<input type="text" value="www.chickenlip.com"/>
	<input type="button" value="Cancel"/> <input type="button" value="Next"/>

Fill out the form, and click the "Next" button. A confirmation message will be shown and your contact information will be updated on the site immediately.