Ready to Send High Tech Prayer Breakfast Invitations?
# Here's the how to for the web-based system.

Getting Started

1. Click "Login" on the index on hightechministries.org. Enter your email and password. Your password will be your last name unless you have changed it.

2. Select the **RSVP Envelope** to the left of **Prayer Breakfast Host Features**.

3. Choose the 2021 Prayer Breakfast under **Events I am Hosting**.

Creating Invitations

1. Click on the **Invitations** tab**.**

2. Click the **New Invitation** button on the right of the screen.

3. Select the **2021 PB Guest Invite** template.

4. Click the **Open Address Book** button on the top right of the screen.
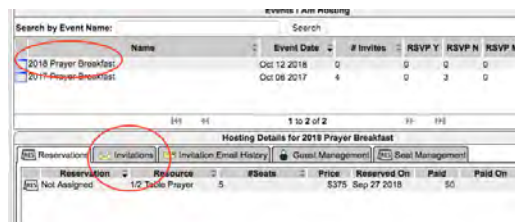
5. If you have previously contacted the recipient through this emailing system, search for the person's name then click **Select**. The person should now appear in the **To:** section of the email.

6. If the guest is not in your address book, click the **New Contact** button then enter the guest's email address. The system will search for the address then prompt you to enter the rest of your guest's information.

7. After all information has been entered, click **Save**. Then click **Select As To: Address** to add the person to the invitation **To:** line.

8. Next, choose your salutation from the **Salutation** drop down box and enter a personal message to your guest in the **Introduction** area. This message will appear after the salutation and before the preconfigured body of the invitation.

9. Finally, click the **Send Now** button.

Guest Management

1. To view an invitation you have sent, click the **Invitations** tab under **Hosting Details for 2021 Prayer Breakfast.**

2. You can also view your invitation history by clicking on the **Invitation Email History** tab.

3. Your guests 'names and responses to your invitations are available on the **Guest Management** tab. These responses will automatically populate when your guest RSVPs. Note your name will also appear on this page as you, too, have a seat at your table.

4. To register a person without sending an invitation email, click on the **Add Guest Manually** button on the **Guest Management** tab. Once you have entered the guest's information, you will see that person's name on the list.

5. To change a guest's response manually, click on the highlighted response in the **Status** column to the right of the guest's name then choose the appropriate response.

QUESTIONS? Contact Cindra Vaden at cindra@epbfi.com