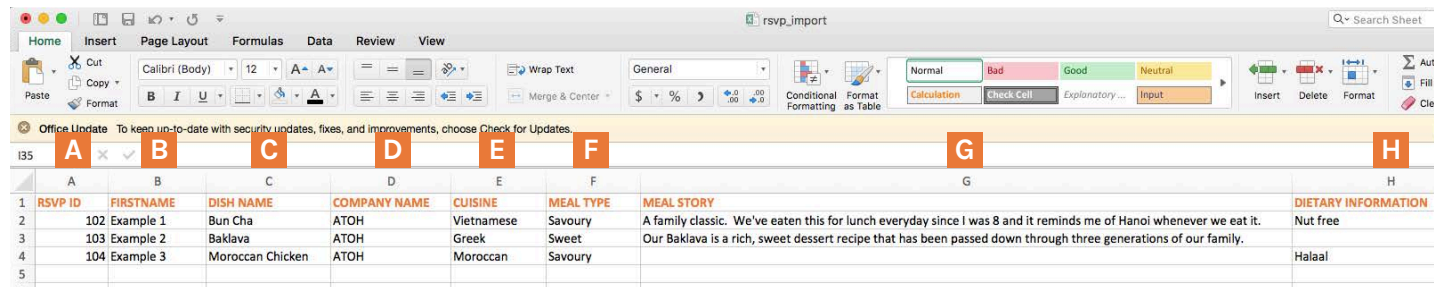


# How to update RSVP's



RSVP ID	FIRSTNAME	DISH NAME	COMPANY NAME	CUISINE	MEAL TYPE	MEAL STORY	DIETARY INFORMATION
102 Example 1	Bun Cha	ATOH	Vietnamese	Savoury	A family classic. We've eaten this for lunch everyday since I was 8 and it reminds me of Hanoi whenever we eat it.		Nut free
103 Example 2	Baklava	ATOH	Greek	Sweet	Our Baklava is a rich, sweet dessert recipe that has been passed down through three generations of our family.		
104 Example 3	Moroccan Chicken	ATOH	Moroccan	Savoury			Halaal

Dish Name, Cuisine, Meal Type, Meal Story and Dietary Information all appear in the meal list.

## A. RSVP ID

This field must not be altered.

## B. First Name

Provide the participants' first name; this is how they will be displayed on the RSVP and meal list. This is a required field.

## C. Dish Name

List what the participant is bringing to the event. This will be displayed in the meal list. This is an optional field.

## D. Company

This field captures the company if you are hosting people from multiple companies at the event. If the event is only for one company, leave this field blank. This is only required if the "capture company name" was selected when updating the event information.

## E. Cuisine

This will be displayed on the Meal List. NOTE: For the flag to display the entry will need to match the database exactly. Eg Australia will not display a flag, Australian will.

## F. Meal Type

This must either read 'Sweet' or 'Savoury'. This is a required field.

## G. Meal Story

If the participant has a story about the meal which you would like to share, it can be uploaded here.

## H. Dietary Information

This field can either be blank or read Gluten free, Halal, Kosher, Nut Free, Vegan, or Vegetarian.