



# Table Host Guide: Registration and managing your guest list

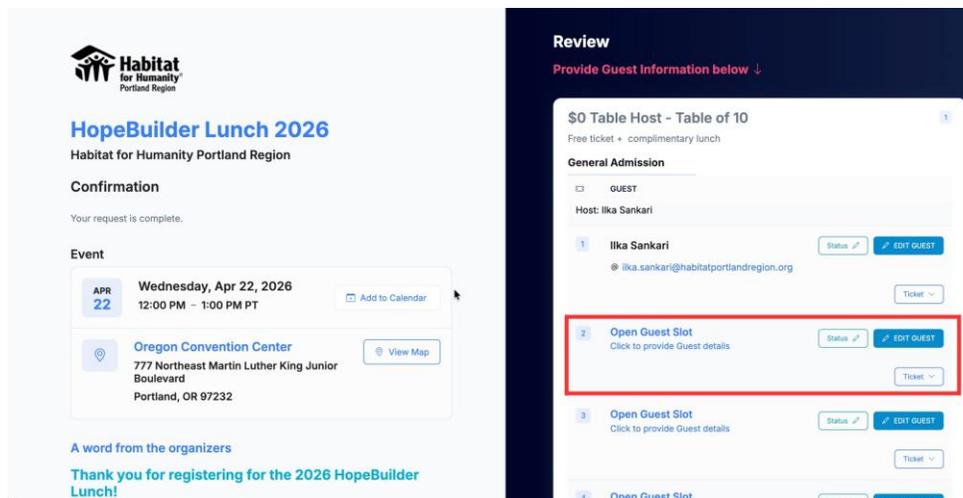
Follow along with this step-by-step guide to help you register and invite guests to Hope Builder. For a quick walk through, use our video guide.

[Click here to watch the video guide.](#)

For registration FAQs, head to the end of this guide.

## Step 1: Registering as a Table Host

1. Select “Table Host – Table of 10” on the registration page.
2. Complete your information and submit the registration form.
3. You will be directed to the **confirmation page** (see below).



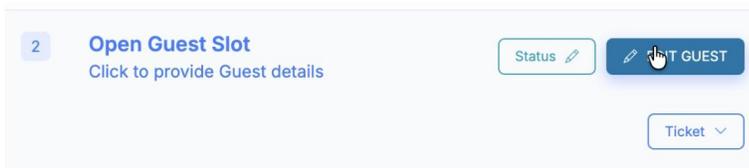
## Your Guest Slots

- On the right-hand side of the Confirmation Page, in the **Review** section, you will see **10 guest slots**.
- The **first slot is yours** and should already be filled with your information.
- The remaining **9 slots are for your guests**.



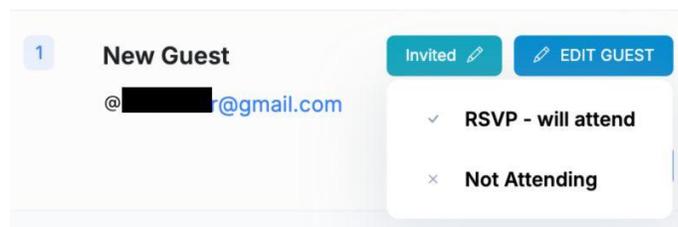
## Step 2: Inviting Guests – filling in your guest slots

- Click “edit guest” on an **Open Guest Slot** and **enter each guest’s first name, last name, and email address.**
  - *If you know a guest’s **meal choice**, you may select it now.*
  - *If you don’t know their meal choice, that’s okay — guests will be prompted to select it along with the other guest fields after they receive their invitation email.*
- Once you enter and save your guests’ information, an invitation ticket will be sent to that guest. **Be sure to click “save changes” to send the invite!**
- Repeat this process for all open guest slots.



## Guest RSVP & Updates

- When guests receive their ticket, they can update their **Status** to:
  - **RSVP – Will Attend**, or
  - **Not Attending**
- If a guest selects **RSVP – Will Attend**, guests will be allowed to edit their information and select their **meal choice** and complete any remaining guest fields.

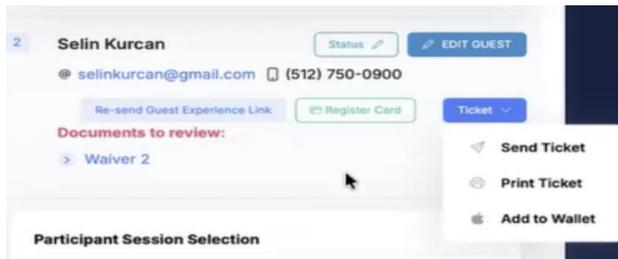


## Step 3: Managing your table

- You will receive a **weekly reminder email** prompting you to complete your guest list if you haven’t filled your table yet.



- Click **PROVIDE YOUR GUEST NAMES** in the email to return directly to your Confirmation Page to continue to fill your table.
- **Please keep an eye on guest statuses (on your confirmation page):**
  - If a guest selects **Not Attending**, you may:
    - Clear their information from the slot
    - Enter a new guest's name and email that you'd like to invite
    - Click the **Ticket** button and select **Send Ticket**.
    - Confirm the guest's email and send the ticket.
    - You will notice this guest's status will change to **Invited**
    - If a guest's status remains **Invited** for more than a week, you may need to **resend the ticket**.



- If a guest that you have invited verbally tells you that they will attend, you can also change their status to **RSVP – will attend** on your host confirmation page. Please remind them to complete their guest information by clicking **Update My Information** in the ticket email you sent them.
- **Registration deadline: Friday, April 10:** as we approach the registration deadline, make sure that all guests who plan to attend have their status set to **“RSVP — Will Attend.”** This ensures that they are confirmed and accounted for.

## Table Host Registration FAQs

### Do I need to know all my guests right away?

No. You can invite guests as you confirm them. All guests need to be confirmed by April 10.

### What if I don't know a guest's meal choice?

That's okay. Guests will select their own meal when they accept the invitation.

### How do I know who I've already invited?

Always enter the guest's **name and email** before sending a ticket.

This keeps a record in the guest slot.



### **What does “Invited” mean?**

The ticket has been sent, but the guest hasn’t responded yet.

### **What if someone clicks “Not Attending”?**

You can clear their information from the slot and invite someone else.

### **Can I resend a ticket?**

Yes. If a guest hasn’t responded after about a week, resending is a good idea. To re-invite a guest, click the “ticket” button next to their name, then “send ticket.”

### **How will I remember to check my table?**

You’ll receive weekly reminder emails with a direct link back to your guest slots.

### **Who do I contact if I’m stuck?**

Habitat staff are here to help — just reach out and we’ll walk you through it. You can email Jennifer Guillen at [jennifer.guillen@habitatportlandregion.org](mailto:jennifer.guillen@habitatportlandregion.org) for assistance.