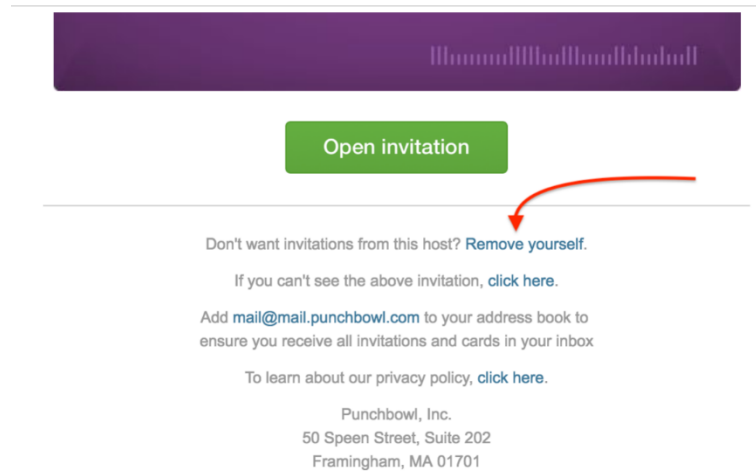


SMUGGLERS COVE BOAT CLUB uses Punchbowl to invite members to Special Events and to Save the Date for upcoming club activities. Sometimes the Punchbowl when delivered may end up in your **Junk or Spam folder**. Please check it regularly when the club advises you to watch for a Punchbowl invite.

SAVE THE DATES – **do NOT require a reply** it is just a heads up of something that is coming.

Invitations – **DO REQUIRE A RSVP either YES or NO** - Please do not just leave it black. This makes sure that all our members have seen and responded to the invitation, and we have an accurate list for contact tracing.

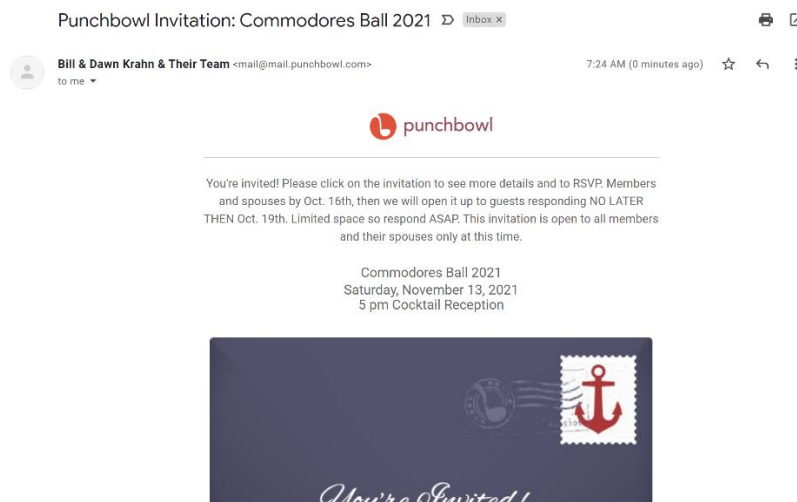
NEVER REMOVE YOURSELF – never remove yourself from the contact list that you do not want to receive Punchbowl notices. If you do you can not be readded by SCBC or Lori you would have to contact Punchbowl yourself to be added again by sending an email to help@punchbowl.com requesting that they remove the block on your email address or phone number.



If you ever have questions about the Punchbowl and this document does not have the answers you are looking for, then please contact Lori at nautibear2004@gmail.com or by cell 905-708-4

Step by Step Punchbowl

1. You get your email invitation from Punchbowl (remember to check Spam/Junk folder)



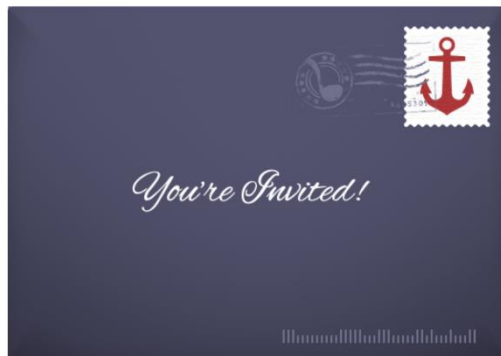
2. Click on the green Open invitation



Open invitation

3. It will bring you to the full envelop and click on the white Open Invitation.

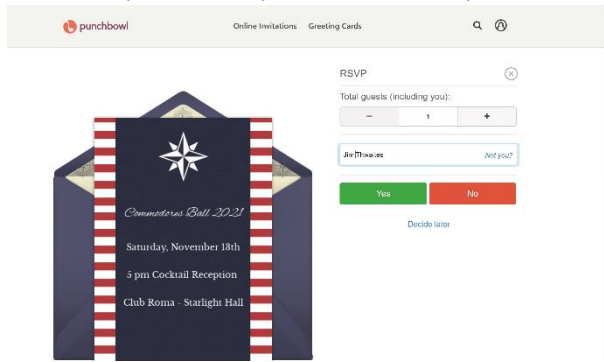
Open Invitation



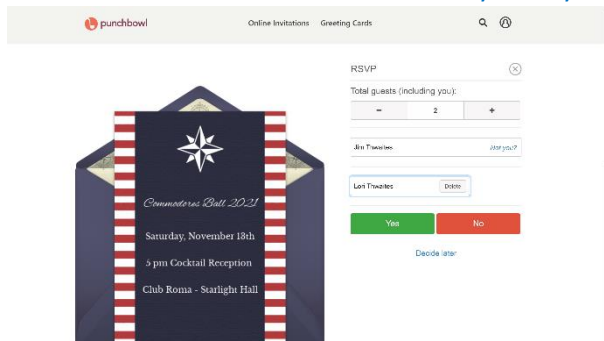
4. The invitation will open showing you all the information about the event, date, time place and other important info. You can click the blue Get Directions, or the blue Read more to see other information. From this page, click the green Continue box.



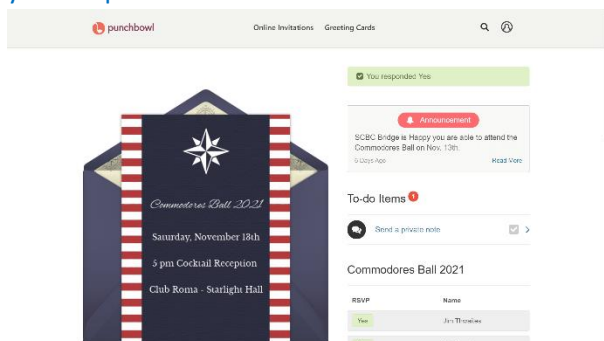
5. This will open the response tab. Here you click YES or NO and add a guest with the plus sign.



6. Here you can see a guest with their full name has been added. Please NOTE – that sometimes we are limited to the number of guests we can bring so you may not be able to add everyone you want at first. Send a message to Punchbowl making the request. Also, in some cases you will need to indicate if it is an adult or child attending – that will be indicated here. If you are unsure if you can attend when you first open the invitation, you can click the blue decide later but Punchbowl will continue to remind you so you don't forget.



7. The next page that pops up indicates you have responded Yes and the names. It also shows you any Announcements (Pink Button) that have been sent out with a YES response. You can click on the blue read more to see the full announcement. Also, on this page you see "Send a private note" this is where you can communicate with the admin/host of the event if you have any questions or concerns. The right arrow will take you to the message page. You are done with your response to a basic Punchbowl Invite.



Now you have a fairly good idea how our Punchbowl Invitations and Save the Dates work. This has been a great way for our club to communicate special events to our members and honorary members for many years. Hope to see you all at the next EVENT SCBC hosts.

Worth noting:

- In most cases you can go onto the punchbowl and see who has replied that they are coming.
- Further announcements will happen closer to the date so you can watch for those.
- Usually, the invite is automatically sent as a reminder a couple of days in advance.
- Sometimes if food is required or you must make a choice of meal this would be located on the Punchbowl invite under Potluck.
- As in all computer programs things change from time to time as the company updates them but Lori will try and keep you abreast of these changes.

If you have any questions on this document or
Punchbowl contact Lori nautibear2004@gmail.com
or call 905-708-4204.