

RSVP User Manual

How to use the RSVP Website



Table Of Contents

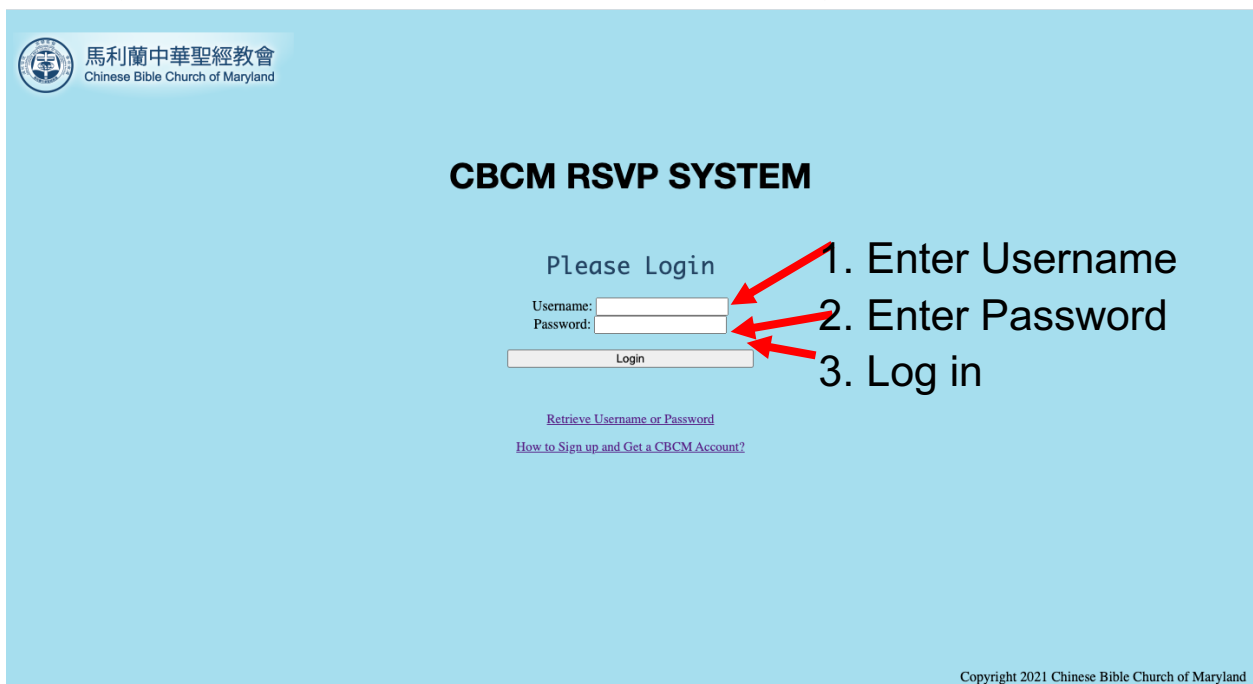
Log In/General Info.....	3
Home Page.....	4
Signing Up for Event.....	5-6
How to Display Ticket.....	7
Registration History.....	8

What is RSVP for?

RSVP is meant to help CBCM keep track of those who come and go from church events. This allows for a contact tracing system. If you want to attend an event, you simply sign up on the app or website. Display your ticket on arrival and you can enter.

Log In

Enter your CBCM account information to log in



The screenshot shows the login interface for the CBCM RSVP SYSTEM. At the top left is the logo and name of the Chinese Bible Church of Maryland. The main heading is "CBCM RSVP SYSTEM". Below it, the text "Please Login" is displayed. There are two input fields: "Username:" and "Password:". A "Login" button is positioned below these fields. Three red arrows point to the input fields and the button, with corresponding numbered instructions: "1. Enter Username" points to the Username field, "2. Enter Password" points to the Password field, and "3. Log in" points to the Login button. Below the input fields, there are two links: "Retrieve Username or Password" and "How to Sign up and Get a CBCM Account?". The footer contains the text "Copyright 2021 Chinese Bible Church of Maryland".

馬利蘭中華聖經教會
Chinese Bible Church of Maryland

CBCM RSVP SYSTEM

Please Login

Username:

Password:

1. Enter Username
2. Enter Password
3. Log in

[Retrieve Username or Password](#)

[How to Sign up and Get a CBCM Account?](#)

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Home Page


CBCM RSVP System

RSVP for an Event

Registration History

My Ticket

Logout



RSVP User

Member ID: 4504

Calendar of Events

Upcoming Sunday Worship

Please click the event to register the event *

SUN 04 Jul 4, 2021 Cantonese Sunday Service -
Language: 粵
Location: Others
Time: 09:45 AM- 11:00 AM
Speaker: Pastor Vitus
Remaining seat(s): 200

SUN 01 Aug 1, 2021 Testing Event - Description
Language: English
Location: Sanctuary
Time: 09:45 AM- 11:00 AM
Speaker: SpeakerName
Remaining seat(s): 249

MON 02 Aug 2, 2021 meeting -
Language: 中
Location: Sanctuary
Time: 09:45 AM- 10:45 AM
Speaker: Pastor Lee
Remaining seat(s): 4

Upcoming Special Events

After logging in you will be taken to the home page. The home page will display all upcoming Sunday Worship and other special Events each in their respective columns

This page also have options to see your registration history and to display your ticket

Signing Up for Event

If you wish to attend an upcoming event you will

1. Click on the event



2. Agree to follow the church's new COVID-19 guidelines

General Guidelines

CBCM Reopening Plan

Please review the guidelines.

Prior to arriving to church *

- If you are not feeling well, have a fever, or have recently been in contact with someone who has tested positive for COVID-19, we kindly ask that you stay home until you are feeling better.
- RSVP is required. Please make sure you received the RSVP confirmation email

I agree and will follow the guidelines.*

Next

3. Select who will be attending the event and enter any guests you want to bring

RSVP will be limited to approximately 200 people.

Please provide information for who would like to join the event?*

User Information Will Appear Here


Please input guest information here.

Name:	<input type="text"/>	Email:	<input type="text"/>	Phone Number:	<input type="text"/>
Name:	<input type="text"/>	Email:	<input type="text"/>	Phone Number:	<input type="text"/>
Name:	<input type="text"/>	Email:	<input type="text"/>	Phone Number:	<input type="text"/>


4. You will be directed to a confirmation page

CBCM RSVP System

RSVP for an Event
Registration History
My Ticket
Logout



RSVP User
Member ID: 4504



We've received your order
Order Number: #0

You're going to
#1 ticket(s) sent to: rsvp.user@cbcmgroups.org
Jan 1, 0001 - 12:00 AM- 12:00 AM
Meal: No
Location:

5. You will receive a confirmation email

How to Display Ticket

1. From the home page click on “My Ticket” on the left-hand side



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2. All tickets for upcoming events will be displayed

CBCM RSVP System

Home	Barcode Ticket(s)	Sunday Worship - Aug 2, 2021	Options
Register History		Ticket Code: R20210802-0005 Name: Jesus Christ Ticket Owner: Jesus Christ 耶穌 Location: Sanctuary Meal: No Time: 09:45 AM- 10:45 AM	Delete
My Ticket	Barcode Ticket(s)	Sunday Worship - Aug 2, 2021	Options
Create/Edit Events		Ticket Code: R20210802-0006 Name: Jesus Christ Ticket Owner: Jesus Christ 耶穌 Location: Sanctuary Meal: No Time: 09:45 AM- 10:45 AM	Delete
Report Function	Barcode Ticket(s)	Sunday Worship - Aug 2, 2021	Options
Barcode Reader		Ticket Code: R20210802-0007 Name: Jesus Christ Ticket Owner: Jesus Christ 耶穌 Location: Sanctuary Meal: No Time: 09:45 AM- 10:45 AM	Delete
Logout			



Jesus Christ
Member ID: 2656

Registration History





If you wish to view all the events you have registered for

1. Click on Registration History



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2. You can now view all events you have registered for, past and upcoming

CBCM RSVP System

RSVP for an Event	All Tickets		Sunday Worship Jun 26, 2021 at 12:58 Free order #100021 on Jun 23, 2021
Registration History			Sunday Worship Jun 26, 2021 at 12:58 Free order #100022 on Jun 23, 2021
My Ticket			Sunday Worship Aug 2, 2021 at 09:45 Free order #100048 on Jun 28, 2021
Logout			Sunday Worship Aug 2, 2021 at 09:45 Free order #100085 on Jul 1, 2021

RSVP User

Member ID: 4504