

RSVP invitations: getting started

Invite coaches to attend your event, and see who's coming. Teddy texts each coach the invitation, they reply YES or NO, and your RSVPs page updates as answers come in. You can also share one sign-up link so coaches can RSVP themselves.

Invitation to attend only, no pay

Text first, email backup

Coaches can change their answer anytime

Your logo and contact, not ours

Works alongside paid staffing

Set up in six steps

- 1 Turn on RSVP invitations for the event.** In the **Events** section of the portal, go to the **Overview** page and click **Full edit** on your event's card to open Edit Event. Under "How are people joining this event?", check **RSVP invitations**. Keep **Paid staffing** checked too if the event also has paid staff, and if it does, make sure **Coaches** is one of the **Stipend types** under Pay & stipend. Then click **Save** on the Edit Event page.

Creating a new event? The same question is at the top of Add Event, General Information.
- 2 Check your RSVP settings.** Click **RSVPs** in the **Events** section of the portal, choose your event, then open the **Actions** drop-down and click **RSVP settings**. Fill in **Who should coaches contact with questions?** (required: it's on every RSVP page and email, and replies to RSVP emails go there). Set **Invite from** (the name coaches see), which venues coaches are invited to, when RSVPs close and, if you like, your **Button color**, then click **Save**. Reminder timing is already set up for you.

Your logo comes from the event: upload it under Operator logo in Edit Event. Your first logo is saved for your other events too.
- 3 Add your coaches, share a sign-up link, or both.** Upload your list as a CSV file: check the preview, fix any rows it flags, and confirm you have permission to contact everyone on the list. Nothing is sent yet. Or turn on your **public sign-up link** and share it (see below). Coaches who sign up are added as Attending.

RSVPs page, Add coaches, or Actions, Public sign-up link.
- 4 Preview and send.** See the exact text and email with a real coach's name, then click **Send invites**. Texts go out between 9 AM and 8 PM in each coach's time zone.

RSVPs page, Preview and send invites.
- 5 Watch answers come in.** The counts at the top (Invited, Attending, Not attending, No response) filter the table. Click a coach for their history, contact details and delivery log.

Needs attention shows anyone we can't reach and questions Teddy passed to you.
- 6 On event days, coaches check in by text.** Attending coaches get a check-in link each morning and a check-out link at the end of the day. The Checked in column shows who's there.

Your coach list

One row per coach. Download the template from the Add coaches window. Up to 2,000 coaches per upload, and uploading the same list again never adds anyone twice.

FIRST NAME	LAST NAME	EMAIL	MOBILE	SCHOOL
Jordan	Lee	jlee@example.edu	(555) 555-0142	Example University
Required	Required	Needed if no mobile	Needed for texts	Optional

Your public sign-up link

One link per event that coaches use to RSVP themselves. Turn it on under **Actions, Public sign-up link** on the RSVPs page (set your questions contact in RSVP settings first).

Share it anywhere

Copy the link into an email or post, download the QR code for flyers and signs, or copy the button code into your website builder's HTML or embed block.

What coaches fill in

First and last name, program or club, mobile, and email (optional). They check a box to get texts about your event. The page shows your logo, colors and contact.

What happens next

They're added to your list as Attending with a "Signed up" tag, get one confirmation with a calendar link, then the same reminders and check-in links as invited coaches.

Staying in control

Set a **Public link limit** in RSVP settings to stop sign-ups at a headcount. **Turn off link** pauses it; **Get a new link** replaces it, and the old link, QR code and button stop working.

What coaches receive

Real messages, shown for a sample coach invited to a sample event (2027 Summer Classic Showcase, hosted by All-Star Event Company, questions to Jordan Reyes). Coaches with a mobile get texts from Teddy; coaches without one get the same messages by email. Emails and RSVP pages show your logo and button color; Tourney Direct is only a small "Powered by" line.

The invitation

When you click Send invites

Hi Jordan, it's Teddy with Tourney Direct on behalf of All-Star Event Company. You're invited to attend the 2027 Summer Classic Showcase on Jun 18-20 at Riverside Sports Complex and Lakeview Fields. This is an invitation only, not a paid opportunity. Will you attend? Reply YES or NO. STOP to opt out.

Plus the email below, if the coach has an email address

The invitation email

Same time, or instead of the text when there's no mobile

From: All-Star Event Company

Subject: All-Star Event Company invites you to 2027 Summer Classic Showcase on Jun 18-20

Preview: Please let us know if you can attend.

All-Star Event Company (your logo here, if you've added one)

Hi Jordan,

All-Star Event Company uses Tourney Direct to manage invitations and RSVPs, and you're invited to attend:

2027 Summer Classic Showcase

Friday, June 18 to Sunday, June 20, 2027

Riverside Sports Complex, Springfield, IL · [Map](#)

Lakeview Fields, Springfield, IL · [Map](#)

This is an invitation to attend. It is not a work or paid opportunity.

Will you attend?

Yes, I'll attend

No, I can't make it

Plans change? You can change your answer anytime from this email.

Questions? Reply to this email or contact Jordan Reyes, jreyes@example.com.

[Unsubscribe from RSVP emails](#) · [View your RSVP](#)

Powered by Tourney Direct

The coach answers

Any time until RSVPs close

Yes

Thanks, Jordan. You're marked as attending 2027 Summer Classic Showcase on Jun 18-20. Add it to your calendar: pages.tourneydirect.com/rsvp/.../cal Plans change? Just reply NO anytime.

Actually can't make it

Thanks for letting us know, Jordan. You're marked as not attending. If that changes, just reply YES anytime.

The calendar link opens the Add Event screen on iPhone and Google Calendar on Android

Signed up on your link

Right after they submit the form

Hi Jordan, it's Teddy with Tourney Direct on behalf of All-Star Event Company. You're registered for 2027 Summer Classic Showcase on Jun 18-20. Add it to your calendar: pages.tourneydirect.com/rsvp/.../cal Plans change? Reply NO anytime. STOP to opt out.

By email instead if texts are off for that number. Sent once, even if they sign up twice.

No answer yet

10 days after the invite, and
10 days before the event

Quick reminder from Teddy with Tourney Direct: will you attend 2027 Summer Classic Showcase on Jun 18-20? Reply YES or NO.

Attending

7 days before, then the day before

Hi Jordan, you're confirmed to attend 2027 Summer Classic Showcase on Jun 18-20 at Riverside Sports Complex and Lakeview Fields. Add it to your calendar: pages.tourneydirect.com/rsvp/.../cal Can't make it now? Reply NO.

See you tomorrow at Riverside Sports Complex and Lakeview Fields for 2027 Summer Classic Showcase, Jordan. Can't make it now? Reply NO.

Each event day

Check-in at 7 AM, check-out at 5 PM (event time)

Good morning, Jordan. Checking in at 2027 Summer Classic Showcase today? Tap to check in: pages.tourneydirect.com/rsvp/...?checkin=2027-06-18

Heading out from 2027 Summer Classic Showcase, Jordan? Tap to check out: pages.tourneydirect.com/rsvp/...?checkout=2027-06-18

If they ask a question

Parking, location, dates and schedule come from your event details

Who else is going?

Good question. I've passed it to All-Star Event Company and they'll follow up with you. In the meantime, will you attend 2027 Summer Classic Showcase on Jun 18-20? Reply YES or NO.

Shows on your RSVPs page under Needs attention

If they also have a paid offer open

Teddy never guesses

YES

Happy to record that. Which is it for?
1. the 2027 Summer Classic Showcase RSVP (Jun 18-20)
2. your stipend offer for Spring Invitational
Reply 1 or 2.

If the event changes

Date or venue change, or cancellation

Update from Teddy with Tourney Direct: 2027 Summer Classic Showcase is now on Jun 18-20 at Riverside Sports Complex and Lakeview Fields. Still planning to attend? Reply YES or NO.

Update from Teddy with Tourney Direct: 2027 Summer Classic Showcase on Jun 18-20 has been cancelled by All-Star Event Company. No reply needed.

Good to know

Texts that can't be delivered

If a text fails, Teddy emails the coach instead, automatically. If there's no email, they show under Needs attention so you can add one.

Opting out

A coach who replies STOP gets no more Tourney Direct texts, and gets RSVP messages by email instead. Every email has an unsubscribe link.

Answers you hear in person

Click the coach and set their answer yourself. It's logged under your name and the coach isn't notified.

Protecting delivery for everyone

If a list causes a lot of bounces, spam reports, failed texts or STOP replies, new invitations pause until we check it with you. Coaches who already answered still get their messages.

Questions about Tourney Direct: info@tourneydirect.com · Full help articles at help.tourneydirect.com, Events, RSVP invitations