EMD
DIGITAL TEMPLATES

THE SECRET GARDEN · DIY WEDDING WEBSITE

RSVP & Guestbook Guide

Receive replies and messages in your own Netlify account

Do this after your website is published (Publishing Guide).

How the forms work

- Your website has two forms: **rsvp** (name, email, attending or not, number of guests, dietary needs, message) and **guestbook** (name, relationship, message).
- They use **Netlify Forms**, a feature of the Netlify account where you publish your website. Replies go **only to your Netlify account**. EMD never receives or sees them.
- Guests see a thank-you message after sending. Guests who decline are recorded with **0** guests, so you can add up the "Number of guests attending" column for your head count.
- The RSVP form closes automatically after the RSVP deadline you set in the Customizer.
- Guestbook messages are **private**. Nothing appears on your website unless you choose to feature it (see below).

Step 1 – Switch on form detection (once)

1. In Netlify, open your project and go to **Forms**. Click **Enable form detection**.
2. Publish your website **once more**: go to **Deploys** and drag your website folder onto the page again. Netlify only looks for forms while publishing.
3. Open **Forms** again. You should see **rsvp** and **guestbook** listed. If not, drag the folder onto Deploys once more.

Step 2 – Get an email for every reply

1. In **Forms**, open the **Submission notifications** tab and click **Add notification › Email notification**.
2. Type your email address. Under **Form**, choose **Any form** to be told about RSVPs *and* guestbook messages (or choose just *rsvp*). Optionally add a subject such as "New wedding RSVP". Click **Save**.
3. **Confirm your email.** Netlify sends you a confirmation link. Click it, or no notifications will arrive. Look in your spam/junk folder if you can't find it.

> **GOOD TO KNOW**
>
> The Netlify page may still say "Waiting … to confirm" for a while after you've confirmed. Send yourself a test RSVP (Step 3) to check that emails arrive. Netlify's emails sometimes land in spam, so mark the first one "Not spam".

Step 3 – Test it

1. Open your live website, tap the envelope and send an RSVP named "Test – please delete".
2. Check **Forms › rsvp** in Netlify (it appears within a minute) and your email inbox.
3. Delete the test reply: tick it and choose **Delete submission**.

Reading and downloading replies

- **Forms › rsvp** lists every reply, newest first. **Expand all** shows every answer.
- **Download as CSV** gives you a spreadsheet for Excel, Numbers or Google Sheets.
- If a guest needs to change their reply, they can send the form again from the same device. The new reply is marked *Is Update: yes*. Use the newest reply.

Reviewing guestbook messages

- New messages appear in **Forms › guestbook** (and by email if you chose "Any form").
- They are **never shown on your website automatically**.
- To show a lovely message on your website: in the Customizer open **Guestbook › Featured messages › Add a featured message**, copy in the guest's name and message, then download your website again and drag the new folder onto **Deploys**.

Managing spam

- The forms include a hidden "honeypot" field. Most automated spam is rejected silently and never appears.
- Netlify also checks every reply with a spam filter (Akismet). Suspected spam goes to the **Spam submissions** list instead of **Verified submissions**.
- A spam filter can occasionally catch a real guest. Check **Spam submissions** now and then; use **Mark as verified** to move a real reply back.

Privacy: what Netlify stores about your guests

- Each RSVP or guestbook message is stored in your Netlify account with everything the guest typed.
- Netlify also records the guest's **IP address** (the internet address of their device or network) and the **date and time** of the submission. You'll see this on each submission as "Received … from <IP address>", and it may appear in CSV downloads and notification emails.
- Only people with access to your Netlify account can see this information.

You are responsible for your guests' information. Use it only to plan your wedding, keep your CSV files private, and delete the data when you no longer need it. If you'd like to tell guests, add a sentence to the privacy note under the RSVP form in the Customizer, for example: *"Our website host (Netlify) also records your IP address with your reply."* Netlify's privacy policy: netlify.com/privacy.

Deleting guest data after the wedding

1. Download your CSV files if you want to keep a copy.
2. In **Forms › rsvp** and **Forms › guestbook**, select the submissions and choose **Delete submission**. Also check **Spam submissions**.

3. Or delete the whole project: **Project configuration › Configuration › Danger zone › Delete this project**. This removes the website and every stored reply, including IP addresses. **It cannot be undone.**