

Quick Start / Demo

Evaluating RSVP-Pro? Work through these steps in order and you will have a live meeting roster, your own email going out, and members RSVPing from their phones.

These steps cover RSVP-Pro. A few features — Meeting Availability, QR Code Registration, and Events+ sub-folders — are reserved for RSVP-Plus and are noted at the end.

Step 1 — Download and Install

Go to www.CAVUcompanies.com and open the Download Product screen. Choose the build for your computer.

Windows	Download RSVP-Pro-WIN.zip, right-click → Extract All, then double-click RSVP-Pro.exe
macOS	Download RSVP-Pro-MAC.zip, double-click to extract, then drag RSVP-Pro.app into your Applications folder and launch it from there

Mac users: Move the app to Applications before you run it. Launching it straight out of Downloads can prevent macOS from saving your settings.

Leave the Activation Code field blank — that is what puts the program in demo mode. Everything below works in the demo.

Step 2 — Agency Information

Click Setup in the toolbar. Fill in the Agency Information panel on the left of Page 1.

Agency Name	Your hangar, chapter, or organization name
HGR/Office	Your demo code — see below
Email (reply-to)	Where replies to your messages should go
Phone	Optional
Activation Code	Leave blank for the demo

➔ **Your demo HGR/Office code:** Use your initials followed by your ZIP code — for example JTD12345. This keeps your demo separate from everyone else's, including other people from your own hangar who may be trying RSVP-Pro at the same time.

Do not use your hangar's three-letter designation for the demo. That code is reserved for your live account. If you spend it on a demo, your real registration later has to be redone and any links already sent stop working. Use the initials-plus-ZIP code now; you switch to the real code when you buy.

Step 3 — Your Own Email (SMTP)

RSVP-Pro sends mail through your email account, so messages come from you and replies come back to you. Fill in the Email / SMTP Settings panel on the right of Page 1.

SMTP Server	Your provider's outgoing server, e.g. smtp.gmail.com
SMTP Port	587 for most providers
Username	Your full email address
Password	An App Password — not your normal password
From Address	The address your members will see

Use SMTP Auth	Leave checked
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The Password field needs an App Password. Gmail, Outlook, and most other providers no longer accept your everyday login from an application. Generate a one-time App Password in your mail account and paste that in. When asked to name it, use RSVP-Pro. Full instructions and provider links are in section 3.2 Email / SMTP Settings.

Click Test Email at the bottom of Setup to confirm it works, then click Save.

Do this before Step 5. Remote RSVP registration will not run until Agency Name, Email, and SMTP Server are filled in — the server needs them to send confirmations on your behalf.

Step 4 — Load Your Member List

Click Update Master in the toolbar with no roster loaded and choose to import from a file.

→ Quiet Birdmen — exporting your Hangar Member List

1. Go to your Hangar Member List.
2. Set Name to SEPARATE (so First and Last come in as separate columns).
3. Make sure G is selected.
4. Then select Gone West in addition to the default fields.
5. Choose Display Custom — the list should show with the name split into First, Last, etc.
6. Double-click the table to download it to your Downloads folder. That file is what you import.

Not a QB hangar? Any CSV or Excel file works as long as it has a header row. RSVP-Pro finds the header automatically and recognizes columns such as Last Name, First Name, Street, City, State, Zip, Phone, Email, and Status. Extra columns are ignored and column order does not matter.

Now set the Month and Year in the toolbar and click Load Roster. RSVP-Pro offers to build that month's roster from your member list — say yes.

Step 5 — Turn On Remote RSVP

Go back to Setup and find the Remote RSVP panel.

Enabled	Tick this checkbox
Server URL	Already filled in as <code>http://rsvp.cavu-online.com</code> — leave it alone (the Reset button restores it if it gets changed)
Register with Server	Click once. After a moment the status line reads Registered successfully
API Key	Fills in automatically — this is your account identifier

Click Save.

Keep your API key. After registering, RSVP-Pro shows the key with a Copy button. Save it in a password manager or with your licence details — with it you can set up another computer just by pasting it into the API Key field, with no email confirmation.

Step 6 — Send Yourself a Live RSVP Invite

This is the part worth seeing. Make sure your own member record has your email address on it, then:

1. Select yourself in the roster listbox.
2. Click Email in the toolbar.
3. Tick Selected Only so the test goes to you and nobody else.
4. Click the ★ Send Remote RSVP Invites button — not the regular Send button.
5. Review the summary and click Send.

Open the message on your phone and tap the link. You will get a mobile RSVP form with your name on it — choose Attending or Call-In, pick a meal if you configured options, and add a guest.

Back on the computer, click Load Roster. Your response syncs down and a ✓ Synced flash confirms it. Members can reopen the same link any time to change their answer.

Use the star button. The {RSVP_LINK} keyword only turns into a real personalized link through ★ Send Remote RSVP Invites. The plain Send button will mail the literal text.

Step 7 — Run a Meeting

With responses in, try the everyday workflow:

RSVP Mode	Record phone-in RSVPs and call-ins by hand alongside the online ones
Check-In Mode	Check members in at the door; click Awaiting in the stats bar to see who you are still waiting on
Random	Draw a random checked-in attendee for a door prize
Report	Produce the month's attendance report
Survey	Send an after-meeting survey and read the results
Stat Box	Birthdays, Gone West, directory, and the THIS MONTH announcement for the podium

Reserved for RSVP-Plus

These appear in the program but need an RSVP-Plus license:

Meeting Availability	Propose time slots, collect availability online, send a confirmation with a calendar file
QR Code Registration	Members self-register for an event by scanning a QR code
Events+ and Sub-Folders	Separate events and independent groups running their own cycles side by side

When You Are Ready to Go Live

Contact CAVU Companies for an activation code. At that point change the HGR/Office field from your demo code to your real one — your hangar's three-letter designation, or a short code for your organization — and click Register with Server again to create your live account. Your rosters and member list carry straight over; only the invite links already sent from the demo stop working.

Questions at any point: support@cavucompanies.com