

RSVP to an Event

This guide shows approved alumni how to find a school or alumni event, tell the organisers whether you are going, change your answer later and see all the events you have replied to.

BEFORE YOU START

- ✓ Approved alumni account & login
- ✓ Event you want to attend
- ✓ Your answer: Going, Interested or Can't Attend

STEP 0

Open the Events Page

The Events page lists upcoming reunions, meetings and school activities.

The screenshot shows the Alumni Portal interface. The top navigation bar includes a home icon, a 'Donate' button, and the user's name 'Fatou Ceesay' with a profile icon. The left sidebar contains links to Campaigns, Feed, Notices, Directory, Events (highlighted), Gallery, My Donations, Profile, and My Submissions. The main content area is titled 'Events' and includes a sub-header 'Discover reunions, networking sessions, school activities, and alumni meetups'. Below this are four summary cards: 'Upcoming Events' (8 scheduled ahead), 'Events Attending' (0 confirmed RSVPs), 'Interested' (0 maybe attending), and 'This Month' (1 events in September). A calendar view for September and October 2026 is shown, with the 8th of October highlighted. Below the calendar is a search bar and filters for 'Any RSVP' and 'Upcoming'. A toggle for 'Past events' is also present. The main event list shows 8 events, each with a date, title, time, location, and a 'Going' button. The user's profile 'Fatou Ceesay' is visible in the bottom left corner.

HOW TO OPEN THE PAGE:

- Sign in to the Alumni Portal (<https://alumni.saintaugustinesgambia.org>).
- In the left sidebar, click **Events**.
- The four boxes at the top show **Upcoming Events**, **Events Attending**, **Interested** and **This Month**. Each card below shows the date, time, place and how many alumni are going.

STEP 1

Find the Event

Use the tools above the cards to narrow the list.

Alumni Portal

Home

Donate

Logout

Fatou Ceesay

F

Events

Discover reunions, networking sessions, school activities, and alumni meetups

Upcoming Events

8

scheduled ahead

Events Attending

0

confirmed RSVPs

Interested

0

maybe attending

This Month

1

events in September

All Events

★

Wed 30 Sep

Thu 1 Oct

Fri 2 Oct

Sat 3 Oct

Sun 4 Oct

Mon 5 Oct

Tue 6 Oct

Wed 7 Oct

Thu 8 Oct

Fri 9 Oct

Sat 10 Oct

Sun 11 Oct

Mon 12 Oct

Tue 13 Oct

Wed 14 Oct

Thu 15 Oct

Fri 16 Oct

Sat 17 Oct

Sun 18 Oct

Timeline

Calendar

reunion

Any RSVP

Upcoming

Past events

1 event

Clear

14 OCT

Class of 2018 Ten-Year Reunion Dinner

Wed, 14 Oct 2026

6:00 PM – 10:00 PM

St. Augustine's School Hall, Banjul

42 going

Going

★

Details >

Select an event

Click any event card to see details here

WHAT TO DO:

- Type a word in **Search events**, such as **reunion**. The list shows only matching titles, descriptions and places. Click **Clear** to see all events again.
- Click a day in the date strip to see only the events on that day, or switch from **Timeline** to **Calendar** to browse by month.
- Use the drop-downs **Any RSVP** and **Upcoming / Most Popular / Recently Added** to filter and sort. Switch on **Past events** to include events that are over.

STEP 2

Open the Event Details

Read about the event before you reply.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with a menu icon, the 'Alumni Portal' title, a home icon, a 'Donate' button, a notification bell, and a user profile for 'Fatou Ceesay'. Below this is a calendar view for October 2026, with dates 1 through 18. The main area displays a grid of event cards. The first row includes 'Library Renovation Fundraising Walk' (Wed, 7 Oct 2026, 8:00 AM - 11:00 AM, Senegambia Beach Road, 9 going), 'Class of 2018 Ten-Year Reunion Dinner' (Wed, 14 Oct 2026, 6:00 PM - 10:00 PM, St. Augustine's School Hall, Banjul, 42 going), and 'Annual Alumni Career Day' (Wed, 21 Oct 2026, 9:00 AM - 1:00 PM, School Library, 18 going). The second row includes 'Alumni Networking Evening' (Wed, 28 Oct 2026, 6:00 PM - 9:00 PM, Kairaba Hotel, Kanifing, 31 going), 'Alumni vs Students Football Match' (Wed, 4 Nov 2026, 3:00 PM - 5:30 PM, School Sports Field, 27 going), and 'Science Fair Volunteer Judges' (Wed, 11 Nov 2026, 9:00 AM - 2:00 PM, School Science Block, 12 going). The third row includes 'Alumni Choir Christmas Concert' (Wed, 18 Nov 2026, 5:00 PM - 7:00 PM, School Chapel, 54 going) and 'Alumni Association Annual General Meeting' (Wed, 25 Nov 2026, 10:00 AM - 12:00 PM, St. Augustine's School Hall, Banjul, 23 going). On the right side, a detailed view of the 'Class of 2018 Ten-Year Reunion Dinner' is shown, including the date (Wednesday, 14 October 2026), time (6:00 PM - 10:00 PM), location (St. Augustine's School Hall, Banjul), and the number of people going (42). It also has an 'ABOUT' section and a list of 'OTHER UPCOMING EVENTS'. At the bottom right, there are buttons for 'I'm Going', 'Interested', and 'Can't Attend', along with a chat icon.

WHAT TO DO:

- Click anywhere on the event card, or click **Details**. The details panel opens on the right.
- It shows the picture, **Date**, **Time**, **Location**, how many are **Going**, and a description under **About**.
- The buttons to reply are at the bottom of the panel. Scroll the panel if you cannot see them.

STEP 3

Click I'm Going

Let the organisers know you will attend.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with a menu icon, the 'Alumni Portal' title, a home icon, a 'Donate' button, a notification bell, and a user profile for 'Fatou Ceessay'. Below this is a calendar view for October 2026, with dates 1 through 18. The main content area displays a grid of event cards. The first row includes 'Library Renovation Fundraising Walk' (Wed, 7 Oct 2026, 8:00 AM - 11:00 AM, Senegambia Beach Road, 9 going), 'Class of 2018 Ten-Year Reunion Dinner' (Wed, 14 Oct 2026, 6:00 PM - 10:00 PM, St. Augustine's School Hall, Banjul, 43 going), and 'Annual Alumni Career Day' (Wed, 21 Oct 2026, 9:00 AM - 1:00 PM, School Library, 18 going). The second row includes 'Alumni Networking Evening' (Wed, 28 Oct 2026, 6:00 PM - 9:00 PM, Kairaba Hotel, Kanifing, 31 going), 'Alumni vs Students Football Match' (Wed, 4 Nov 2026, 3:00 PM - 5:30 PM, School Sports Field, 27 going), and 'Science Fair Volunteer Judges' (Wed, 11 Nov 2026, 9:00 AM - 2:00 PM, School Science Block, 12 going). The third row includes 'Alumni Choir Christmas Concert' (Wed, 18 Nov 2026, 5:00 PM - 7:00 PM, School Chapel, 54 going) and 'Alumni Association Annual General Meeting' (Wed, 25 Nov 2026, 10:00 AM - 12:00 PM, St. Augustine's School Hall, Banjul). Each card has a 'Going' button with a star icon and a 'Details >' link. A dark blue 'You're Going' button is visible at the bottom right of the grid. A notification bubble at the bottom center says 'You're going! Class of 2018 Ten-Year Reunion Dinner'. On the right side, there's a detailed view for the 'Class of 2018 Ten-Year Reunion Dinner' showing the date (Wednesday, 14 October 2026), time (6:00 PM - 10:00 PM), location (St. Augustine's School Hall, Banjul), and the number of people going (43). Below this is an 'ABOUT' section and a list of 'OTHER UPCOMING EVENTS' including 'Annual Alumni Career Day', 'Alumni vs Students Football Match', and 'Library Renovation Fundraising Walk'. At the bottom right, there are buttons for 'Interested', 'Can't Attend', and 'Cancel RSVP'.

WHAT TO DO:

- Click the large dark **I'm Going** button at the bottom of the panel.
- A message **You're going!** appears for a few seconds. The button changes to **You're Going** and the card gets a **You're Going** strip.
- The number of alumni **going** goes up by one, and **Events Attending** at the top of the page increases.

STEP 4

Change or Cancel Your Reply

Plans change. You can update your answer at any time before the event.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with a menu icon, the 'Alumni Portal' title, a home icon, a 'Donate' button, a notification icon, and the user's name 'Fatou Ceesay' with a profile icon. Below this is a calendar strip for October and November 2026. The main area displays a grid of event cards. The 'Class of 2018 Ten-Year Reunion Dinner' card is highlighted, showing details like date (Wed, 14 Oct 2026), time (6:00 PM - 10:00 PM), location (St. Augustine's School Hall, Banjul), and 42 going. A modal for this event is open on the right, showing the date, time, location, and a 'GOING' count of 42. It also includes an 'ABOUT' section and a list of 'OTHER UPCOMING EVENTS'. At the bottom right, there are buttons for 'I'm Going', 'Interested', and 'Can't Attend', along with a 'Cancel RSVP' link.

WHAT TO DO:

- Click **Interested** if you might come ("maybe"), or **Can't Attend** if you cannot. The card strip changes, for example to **Interested**.
- Click **Cancel RSVP** under the buttons to remove your reply completely. Clicking the same button a second time also removes it.
- You cannot reply to an event that is already over; its buttons are hidden.

STEP 5

Reply Quickly from the Card

You do not have to open the details panel.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with a menu icon, the 'Alumni Portal' title, a home icon, a 'Donate' button, a notification icon, and the user's name 'Fatou Ceesay' with a profile icon. Below this is a calendar view for October 2026, with dates 1 through 18 visible. The main content area displays several event cards. The first row includes 'Library Renovation Fundraising Walk' (Wed, 7 Oct 2026, 8:00 AM - 11:00 AM, Senegambia Beach Road, 9 going), 'Class of 2018 Ten-Year Reunion Dinner' (Wed, 14 Oct 2026, 6:00 PM - 10:00 PM, St. Augustine's School Hall, Banjul, 42 going), and 'Annual Alumni Career Day' (Wed, 21 Oct 2026, 9:00 AM - 1:00 PM, School Library, 19 going). The second row includes 'Alumni Networking Evening' (Wed, 28 Oct 2026, 6:00 PM - 9:00 PM, Kairaba Hotel, Kanifing, 31 going), 'Alumni vs Students Football Match' (Wed, 4 Nov 2026, 3:00 PM - 5:30 PM, School Sports Field, 27 going), and 'Science Fair Volunteer Judges' (Wed, 11 Nov 2026, 9:00 AM - 2:00 PM, School Science Block, 12 going). The third row includes 'Alumni Choir Christmas Concert' (Wed, 18 Nov 2026, 5:00 PM - 7:00 PM, School Chapel, 54 going) and 'Alumni Association Annual General Meeting' (Wed, 25 Nov 2026, 10:00 AM - 12:00 PM, St. Augustine's School Hall, Banjul, 27 going). A notification bubble says 'You're going! Annual Alumni Career Day'. On the right, a detailed view of the 'Class of 2018 Ten-Year Reunion Dinner' is shown, including the date (Wednesday, 14 October 2026), time (6:00 PM - 10:00 PM), location (St. Augustine's School Hall, Banjul), and the number of people going (42). It also includes an 'ABOUT' section and a list of 'OTHER UPCOMING EVENTS'. At the bottom right, there are buttons for 'I'm Going', 'Interested', and 'Can't Attend', along with a 'Cancel RSVP' link.

WHAT TO DO:

- On any upcoming event card click **Going** to say you are going. It changes to **Going ✓**.
- Click the star ★ button to mark the event as **Interested**.
- Click the same button again to undo it. A colour strip at the top of the card shows your current reply.

STEP 6

See the Events You Replied To

Filter the list to your own replies.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with 'Alumni Portal', a home icon, a 'Donate' button, a notification bell, and the user's name 'Fatou Ceessay'. Below this is a sidebar with icons for home, events, notifications, profile, and a calendar. The main content area is titled 'Events' with a subtitle 'Discover reunions, networking sessions, school activities, and alumni meetups'. It features four summary boxes: 'Upcoming Events 8 scheduled ahead', 'Events Attending 1 confirmed RSVPs', 'Interested 1 maybe attending', and 'This Month 1 events in September'. Below these is a calendar grid for October, with the 21st highlighted. A search bar and filters for 'Going' and 'Upcoming' are present. A list of events is shown, with 'Annual Alumni Career Day' on Wed, 21 Oct 2026, from 9:00 AM to 1:00 PM at the School Library, with 19 going. A detailed view of this event is shown on the right, including the date, time, location, and a description. A 'You're going!' notification is at the bottom.

WHAT TO DO:

- Open the **Any RSVP** drop-down and choose **Going**, **Interested**, **Can't Attend** or **Not Responded**.
- Only matching events are shown, for example the events you are **Going** to. The boxes at the top show your totals.
- Click **Clear** to remove the filter and show all events again.

IMPORTANT NOTES

- Only **approved alumni** can reply to events. Replies are saved to your account straight away and can be changed until the event is over.
- **Going** counts you in the number of attendees. **Interested** and **Can't Attend** do not.
- If a reply cannot be saved (for example your connection drops) the button returns to its earlier state. Check your internet and try again. If your session has expired you are asked to sign in again.
- Events marked **Completed** are hidden unless you switch on **Past events**, and they cannot be replied to.



Done!

Your reply is saved. You can change it at any time before the event.