R.S.V.P. to CPD Events

When the Center for Professional Development holds events, employer panels, and workshops we ask students to acknowledge their participation by responding to the invitation on Symplicity or via email. This allows us to make sure we have enough supplies and food required to make each event a success. Follow the steps below to learn how to R.S.V.P. for CPD events thru the Symplicity website.

**Step 1:**
Log into Symplicity through the following link; [https://law-elon-csm.symplicity.com/students](https://law-elon-csm.symplicity.com/students).

**Step 2:**
At the top of the home page, click the red Events tab to navigate to a list of available events and programs.

**Step 3:**
Scroll down to view the list of events and select the event title you wish to review or attend. This will provide you with the programs scheduled date, time, location, along with a program description and guest speaker(s) who will be in attendance.

**Step 4:**
After reading the event details you can choose to accept the invitation by clicking the RSVP button.

**Step 5:**
If your Facebook account is linked to your Symplicity account you will receive a Facebook Action Prompt.

**Step 6:**
Following your submission you should receive an email confirmation that your response was received.

**Step 7:**
If you submit your RSVP reservation through the Symplicity system your Symplicity calendar will automatically populate the event details and you will receive an event attendance reminder via email.