

How to Access Your Wedding Guest List & RSVP Tracker

Your private copy link

<https://docs.google.com/spreadsheets/d/16Mdr5WQ8nX8Ngj2fdzj6dzYqyjOMTkz-kThlmdHKo4M/copy>

Get set up in 4 steps

1. **Click the link above.** It opens a Google page asking if you want to copy the template.
2. **Click "Make a copy."** The spreadsheet saves instantly to your own Google Drive - it is now 100% yours.
3. **Find it in your Google Drive.** Look for "Wedding Guest List & RSVP Tracker" in Drive, or open it from your recent files.
4. **Start on the START HERE tab.** It walks you through the setup steps with a color legend and tips. You will be tracking RSVPs in under 10 minutes.

Quick-start tips

Yellow cells are yours. Only type in the yellow cells - everything grey calculates itself.

Use the RSVP dropdowns. Change any RSVP status and your invited, accepted, declined, and pending counts update instantly.

Track plus-ones. Enter a plus-one count for each guest so your accepted headcount stays exact.

Make the meal list yours. Edit the Meal Options tab with your caterer's exact offerings and the new choices appear in every dropdown.

Share freely. Use Google's Share button to give your partner or planner access - no extra copies needed.

Questions?

Message us on Etsy anytime - we are happy to help you get planning.

Wedding Guest List & RSVP Tracker · Google Sheets Template · Digital Download