

How to change the RSVP code for Teacher Sites

Login as yourself (ADMIN) at [myschooldesk.net/insert district name](http://myschooldesk.net/insert_district_name)

At the very bottom of the screen

Click **HOME** or **MyTeacherSites**



Select My District, **RSVP**



Click **EDIT**



Make Changes to RSVP Code and/or DATE fields.

Click **SAVE RSVP**

