

Reply to a group call-up

Open a call-up from your group, say whether you'll be there, change your answer before the deadline and read the meeting details.

2 min · Available · 2026-09-26

Before you begin

- ✓ You must be a member of the group.
- ✓ The group must use call-ups.

1

STEP 1 OF 4 · 30 S

Find the call-up

Open the group and select the **Convocations** tab. Call-ups are split into **Upcoming** and **Concluded**; select the one you want to reply to.

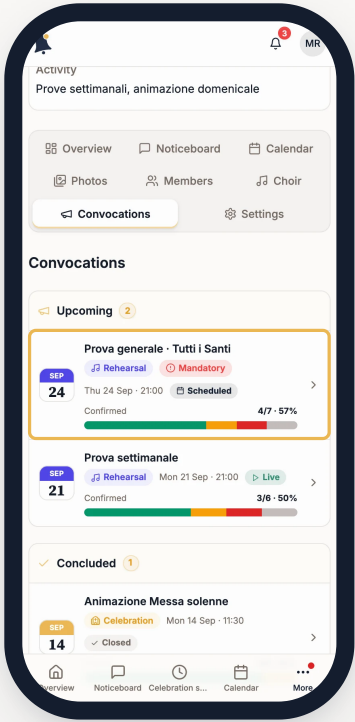


Fig. 1 Upcoming holds the call-ups still open.

2

STEP 2 OF 4 · 30 S

Reply

In the **Will you be there?** panel choose **I'll be there**, **Maybe** or **Can't make it**; above the buttons you see the deadline (**Confirm by ...**).

If you've already replied, the panel shows **Your answer**: select **Change** to choose again.

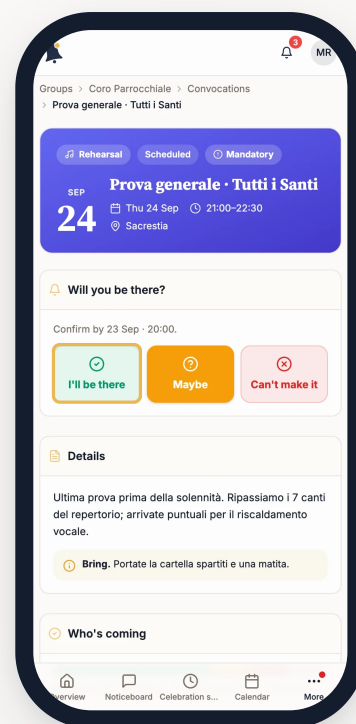


Fig. 2 You can change your answer until the deadline.

3

STEP 3 OF 4 · 30 S

Check your answer

Answer saved. appears and **Your answer** shows the updated choice.

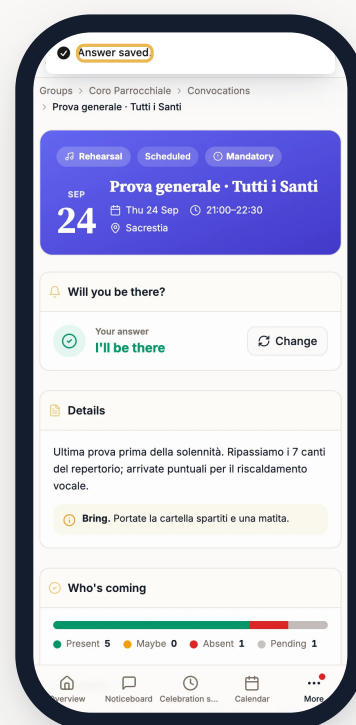


Fig. 3 The organisers see your answer straight away.

4

STEP 4 OF 4 · 30 S

Read the details and who's coming

On the same page you'll find **Details** (with what to **Bring**), **Location**, **Who's coming** and **Messages**, where you can write to the group with **Write a message....**

After the deadline **Confirmation deadline passed** appears and the answer can no longer be changed.

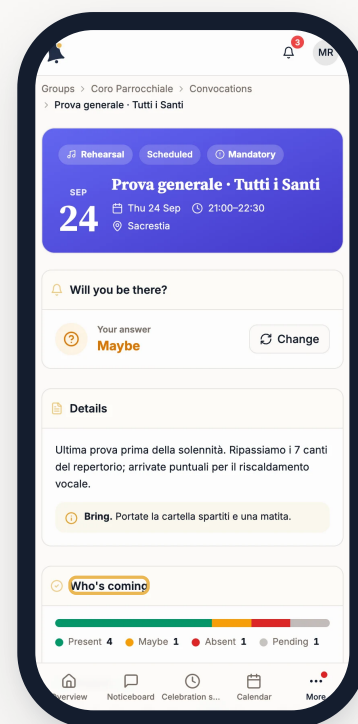


Fig. 4 Who's coming groups the members' answers.

What you have achieved

✓ The organisers know whether you'll be there.

✓ You know the place, time and what to bring.

Troubleshooting

I see "Confirmation deadline passed"



The reply deadline has passed: let the organisers know with a message.

I see "Something went wrong. Please try again."



Your answer wasn't saved: try again.

I can't see the Convocations tab



The tab appears only if the group uses call-ups.