Calendar invitations, event changes and RSVP cancellation

Status: Current product help

Adding an event to your calendar

Use the confirmed event's **Add to calendar** controls or the authorized invitation you receive. A calendar entry is not admission. A Google/Outlook link can contain details from when it was generated; an old email does not update itself when the event changes.

The current event ICS download reflects saved details at download time. A downloaded attachment is a snapshot. Calendar subscriptions and imported updates depend on the calendar client's behavior; no instruction can guarantee every client refreshes instantly.

Why there may be no ICS attachment

For events using a configured Google organizer calendar, that provider handles invitation delivery and updates, so the platform avoids a second ICS attachment. Other eligible event messages can include ICS attachments for attending registrants. Cancellation attachments have their own exception. Talk selection, a reminder type or receiving an email alone does not guarantee an attachment.

Date, time or venue changes

Organizers should save the correct event details and verify the attendee-facing page. Calendar sequence numbers advance for supported time/location changes. Use the authorized participant-update flow when communication is needed, and check the configured calendar provider and delivery evidence separately. Previously sent text, static links and files do not retroactively change.

Declining a calendar invitation

Declining or deleting a personal calendar invitation does **not automatically cancel** an AI Tinkerers RSVP. For an attending RSVP before event start, a verified calendar decline can trigger one notice explaining that the seat remains held. Only people who cannot attend need to reply or use the event's actual cancellation control. People who still plan to attend do not need to cancel their RSVP to repair a calendar entry.

Pending, waitlisted and cancelled RSVPs do not receive that same decline notice, and a client that sends no decline signal cannot be detected. For current admission or a disagreement between messages, follow Registration and waitlists.