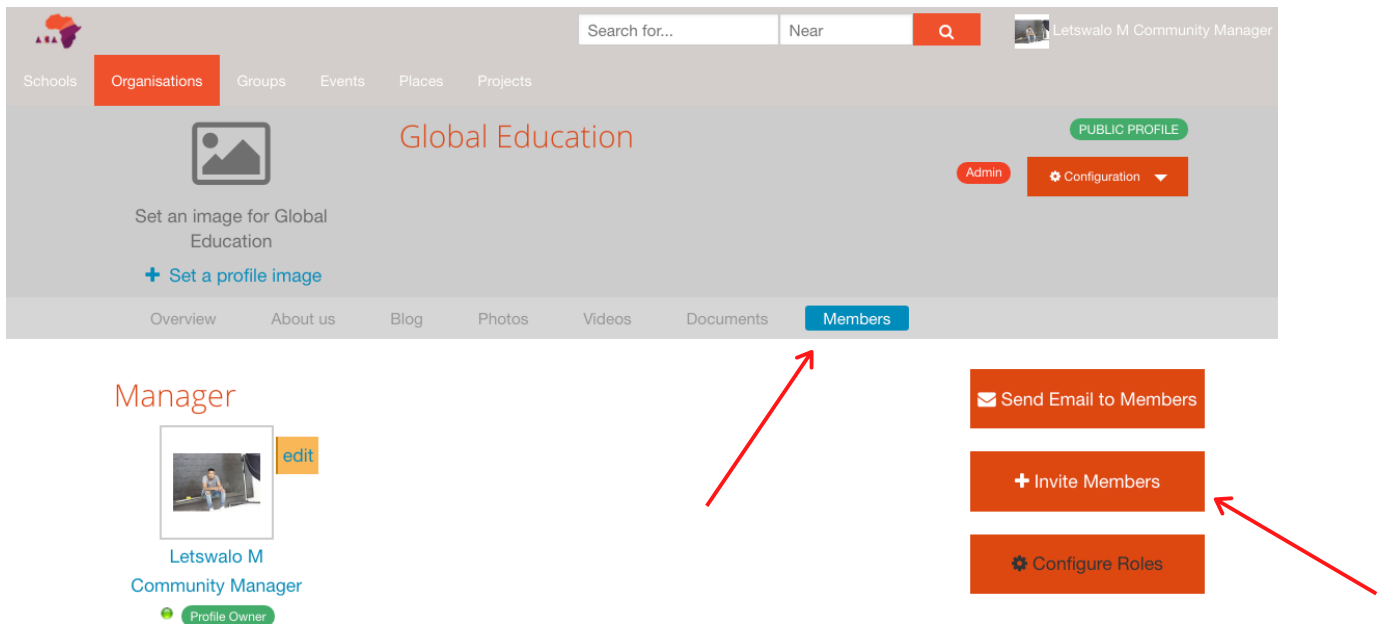
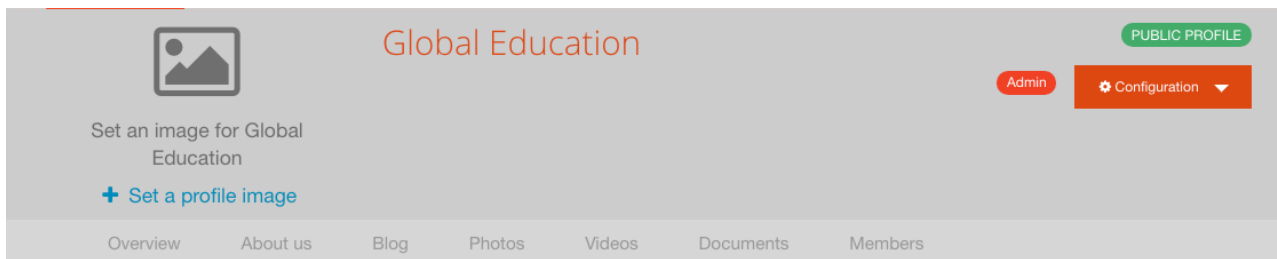


Tutorial 3

How to invite and message members/stakeholders



1. Select members from the group's navigation bar and on the right select 'Invite Members'.



Add Users

For each contact, enter their name and/or email address using any of the following formats:

Mary Smith, mary.smith@example.com, Mary Smith <mary.smith@example.com>

Separate multiple contacts with a comma.

Choose to add contacts from your groups:

1. A Better Africa Support Group
2. Basic information on public education
3. Early Hearing Detection & Intervention
4. Netcare EHDl
5. PfP CORE Programme (End-to-End)
6. Project resources for schools

Add Contacts >

Cancel

Batch Invites

Import contacts from a file instead

Import from a file

2. Add the email addresses of the individuals you'd like to invite and ensure that the addresses are comma separated.

Verify Contacts

Please fill out any required information and make sure the contacts have a check, then continue. Uncheck any contacts that you do not want to invite.

Add User?	Send Email? ✓ toggle all	You Entered	Matching results	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	letswalo@indigo.co.za	Letswalo Marobane (Johannesburg, Gauteng)	<div>Admin Manager Champion VIP ✓ Member Participant</div>

Continue > Cancel

3. If the invitees are already on the network, their names will automatically be populated into the form. If not, you will need to add them. There is a way to do a batch upload from a spreadsheet, to be covered in a later tutorial. Select on the right whether you're inviting them as a member or a manager. You can also use VIPs and Champions, but we recommend that this is preceded by a strategy on building your ecosystem.

Overview	About us	Blog	Photos	Videos	Documents	Members
----------	----------	------	--------	--------	-----------	---------

Send Invites


Please enter a personal message to include with your email invitation (optional).

Invite Cancel

4. You can type up a message as to why they're being invited to this group and select Invite.

[Overview](#)
[About us](#)
[Blog](#)
[Photos](#)
[Videos](#)
[Documents](#)
[Members](#)

Manager




edit

Letswalo M

Community Manager

Profile Owner


Member



edit

Letswalo Marobane

Invitation Pending



edit

Janice Scheckter

Invitation Pending

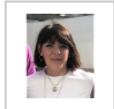
Send Email to Members

+ Invite Members

Configure Roles

5. You will see on the Participants/Members page, their invitations are pending until they accept.

Manager




edit

Janice Scheckter

Profile Owner


Member



edit

Mark Greeff

Invitation Pending



edit

Mbulelo Mavi

Invitation Pending

View Profile

Resend Invitation

Remove

Send Email to Members

+ Invite Members

Configure Roles












6. The edit button on each participant enables you to view their profile, resend or remove.

Send Email to Members

Subject *

255 characters max

Message *

Paragraph ▾    **B** *I* U ~~S~~        

p

☒ Send to those members that have opted-in to receive messages.

There are no team members who have opted-in to whom this message can be emailed.

☐ Choose specific members

Member

☐ Janice Scheckter

☐ Letswalo Marobane

Send Email

Cancel

7. To send a message to all or any of the participants via the network, on the Participants tab you will see Send email to members. Emails can be used to advise on activity in the group, but participants will also receive a digest on a weekly basis of all activity. Here you can select all or specific members. Remember to make a selection if you don't want to announcement going to only those who have opted in – which is the default setting.

Well done on completing the Tutorial.

Recommended for you;

How to create a document library and hyperlink documents.