How to invite and message members/ stakeholders
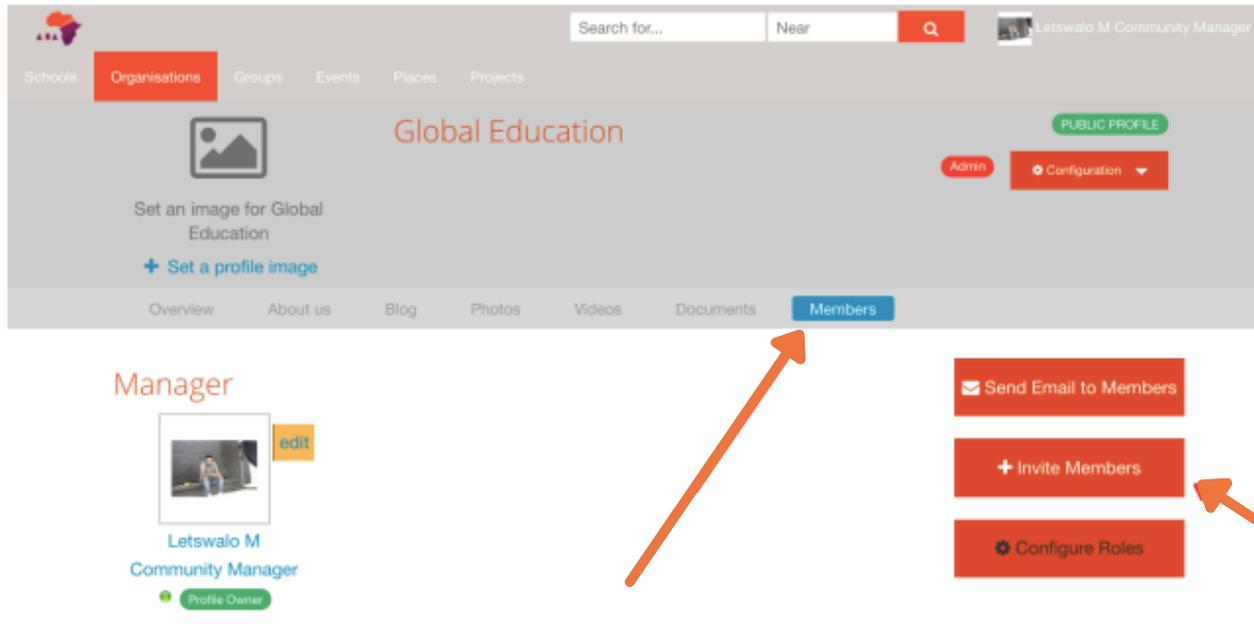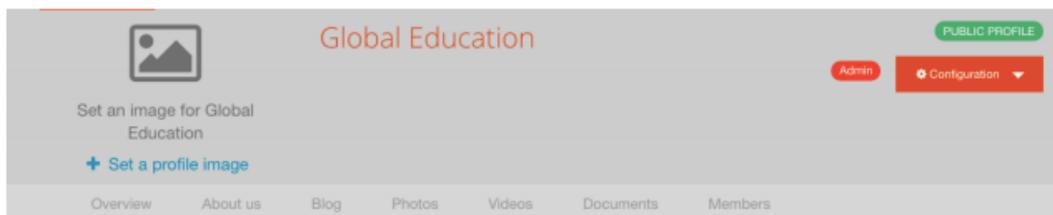

1. Select members from the group's navigation bar and on the right select 'Invite Members'.

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	
☑	☑	letswalo@indigo.co.za	Letswalo Marobane (Johannesburg, Gauteng)	Admin / Manager / Champion / VIP / ✓ Member / Participant

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.

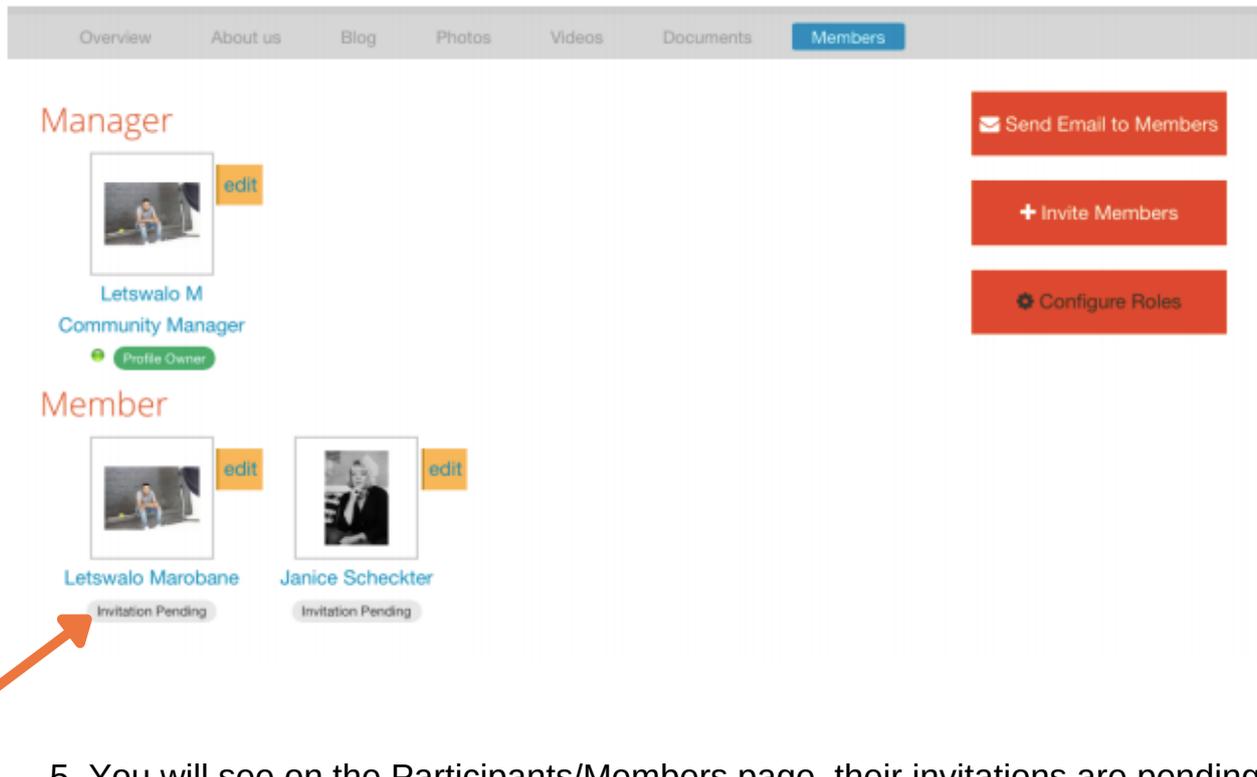| Overview | About us | Blog | Photos | Videos | Documents | Members |
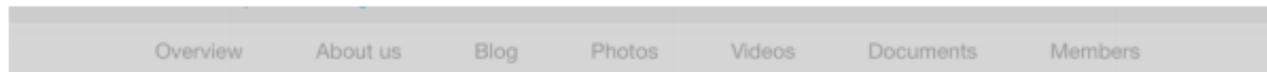
Send Invites

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

Invite   Cancel

4. You can type up a message asto 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   edit

Letswalo Marobane   Janice Scheckter
Invitation Pending   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   edit

Mark Greeff   Mbulelo Mavi
Invitation Pending   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 ▾ | 𝒫 | 🖾 | ▣ | **B** | *I* | U | S̶ | ☰ | ☷ | ▦ | ▦ | ↰ | ↱ | — | I̶ₓ |

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⦿ 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.