

QUICK HELP GUIDE – INVITING USERS

INVITING USERS (ADMINISTRATORS & CHAMPIONS)

To invite members, go to the Community, Search Members and from the left menu, select 'Invite Users':

The screenshot shows the 'Invite Users' page. On the left, a sidebar menu has 'Invite Users' highlighted with a red box. The main area has a header 'Invite Users' with a user icon and a help icon. Below the header, there is a message: 'You are about to Invite Users to mye-coach. An invitation will be sent to the email addresses with a link to the registration page.' The form has three main sections: 'Subject *' with an empty text box; 'Message *' with a text area containing 'You have been invited to mye-coach demo by mye-coach Support.' and a red box highlighting the text 'The registration link will be automatically added to the bottom of the message'; and 'Emails *' with a text area containing 'Enter a list of email addresses, one email address per line' and a red box highlighting this text. At the bottom of the form is a 'Send' button.

Complete all fields marked with an asterix.

Note that the link to your mye-coach site will be automatically included within the message that is sent out, so there is no need to include it again in the body of the message text.

Enter the email addresses of the people you would like to invite to the system. Add one email address per line.

Click 'Send' to send out the invitation.

The user will receive an email notifying them of their invitation and can register for the system from there.