Creating Your Invitation Group (MHS)
An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS AND CLICK ON "INVITATIONS" then "INVITATION GROUPS" (LEFT NAVIGATION BAR)

STEP 2: CLICK "CREATE NEW INVITATION GROUP"

STEP 3: CREATE THE FOUNDATION FOR YOUR INVITATION GROUP
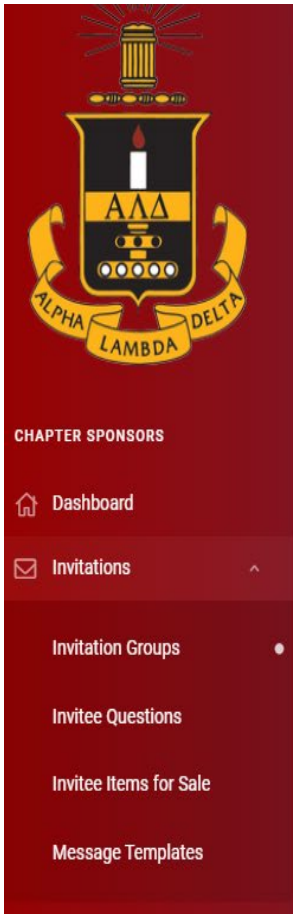
New Invitation Group

ⓘ Notice: If you're only sending a **reminder message** to an existing group of invitees, DO NOT CR
existing group, click on the 'Invitees' tab, and use the 'Send Message to Invitees' link to send your
invitation group. After the record is created, you can proceed to edit details and import invitees.

CHAPTER SPONSORS

⌂ Dashboard

✉ Invitations ▲

  Invitation Groups ●

  Invitee Questions

  Invitee Items for Sale

  Message Templates

✎ Details

* Name: Spring 2022

Enter a friendly name to help you identify the group, like "Spring 2020"

* Group Closing Date: 📅 02/08/2022 11:59 PM   UTC-05:00 (EST)

Once the Group Closing Date passes, the National Office will print
certificates and mail induction materials for your group.

* Induction Date: 📅 04/01/2022

The date of your induction ceremony for this group. The Group
Closing Date must be at least 10 day(s) prior to the Induction Date.

Invitation Expiration Date: 📅 05/09/2022 11:59 PM   C-04:00 (EDT)

No invitations may be accepted after the Invitation Expirat... ate.
You may leave this blank to have your invitations never expire.

☐ Expire 1 other open invitation group(s)

You have 1 invitation group(s) which have not yet expired. Check this bo...

Invitation

This is what invitees will receive in the inital invitation email AND in any reminder emails.

[Invitation Letter]

| Paragraph ∨ | **B** | *I* | ≣ | ≣ | ≔ | ≟ | ⬚ | ⬚ |

Dear {first-name},

Congratulations on your academic achievement! During these challenging times, you have shown great resilience and
membership in Alpha Lambda Delta Honor Society. Joining can open doors for you and offer opportunities to stand ou
community of peers, and enjoy a more well-rounded college experience at {institution-name}.

Setting yourself apart can be challenging among other high achieving students. Alpha Lambda Delta provides an inclu
develop your leadership and career-readiness skills, and financial support through scholarships, perks, and discounts.
and career success for over 95 years – accept membership and jumpstart your journey.

As a lifetime member of Alpha Lambda Delta students pay one-time dues of {dues}. This includes the national dues of
It is the only fee required for lifetime membership to the national organization and local chapter.

NAME: Create the name for your group. Be sure it's specific (we recommend labeling with the semester).

GROUP CLOSING DATE: Select the date and time your invitations will close. Please allow the ALD Headquarters at least 10 days to print and ship your certificates. Certificates will not be printed until after this date. If you chose a Friday close date, your certificates will not be processed until the following Monday. It is best to close on a Sunday night when possible.

INDUCTION DATE: Type your induction date here. The system requires a minimum of 10 days between close and induction date.

INVITATION EXPIRATION DATE: The default for Invitations to expire is 90 days, with a maximum of 300 days.

INVITATION: Create your initial invitation email here. You may select a template to edit or create your own message. The system will default to our main invitation template. To use a template, select the template and click "Apply". You may edit the template as needed.

WELCOME MESSAGE: Create a welcome message invitees will receive after they accept membership and pay dues. You may select a template to edit or create your own message. You may edit the template here as well. If you know the details of your ceremony, you can add them here along with any other information you want your members to know.

Welcome Message

Personalization

☑ **Send Welcome Message**   Welcome Letter   ⇕   **Apply**

This is what invitees will receive after they have accepted an invitation and paid dues.

Paragraph   ∨   **B**   *I*   ≡ ≡   ≔ ≔   🔗   🖼

Dear {first-name},

Welcome to Alpha Lambda Delta at {institution-name}!

You will receive information soon regarding the {induction-date} induction ceremony.

We want to take this opportunity to encourage you to get involved in our local chapter and the many activities and programs we plan throughout the year. Please feel free to contact **CHAPTER OFFICER/ADVISOR NAME AND CONTACT INFORMATION** should you have any questions.

You can personalize messages by adding variables that take on values specific to the recipient. The default template includes many of these personalization.

Personalization ✕

You can personalize your message by adding variables that take on values specific to the recipient. Here's what you can use:

- {name} - The recipient's full name (first and last)
- {first-name} - The recipient's first name
- {last-name} - The recipient's last name
- {email} - The recipient's email address
- {chapter-name} - The chapter name
- {institution-name} - The institution name
- {chapter-website} - A link to the chapter's website*
- {invitation-code} - The group invitation code
- {closing-date} - The group closing date
- {induction-date} - The induction date
- {expiration-date} - The invitation expiration date*
- {local-dues} - Local dues (includes a dollar sign: $15.00)
- {national-dues} - National dues (includes a dollar sign: $30.00)
- {dues} - Sum of the local and national dues (includes a dollar sign: $45.00)

* Not a required field; it may be blank. Plan usage accordingly.

Trish Dillenbeck ∨

– EVENTS AND TRADITIONS, AND ADD PICTURES OF CURRENT

Personalization

Click "Personalization Tab"

plan throughout the year. Please feel

Once finished, click "Create Invitation Group"

Creating Your Invitation Group (MHS)
An Alpha Lambda Delta Tutorial

My HONOR SOCIETY®   ⊚ END IMPERSONATION

✎ Edit Invitation Group: Spring 2021 Invitation Tutorial Group 2

If you're mailing paper invitation letters or otherwise sending invitations outside of MHS, you must include the information below so tha accept the invitation and pay dues online.

Invitation Acceptance Instructions
To accept your invitation, go to: https://ald.myhonorsociety.com/accept
Register by using the e-mail address on file with your university and entering the following Invitation Code: wEfpvDD6

According to your ⚙ Chapter Profile Settings, local dues of $5.00 will be collected for each invitee accepting membership, and the Nati refund checks payable to **Sri Lanka Omicron**.

INVITATION CODE: Take note of your invitation code.

DUES: National dues are $30.00 per student. Your local dues will be listed. If the amount for your local dues is incorrect, be sure to change this on your "Chapter Profile".

Induction Info	Invitees	Invitation Codes	Invitee Questions (0)	Invitee Items for Sale (1)	Reminders

ID: 3720

Chapter ID: 2

Created: 12/07/2021

* Name: Spring 2021 Invitation Tutorial Group 2

Enter a friendly name to help you identify the group, like "Spring 2020"

VERIFY YOUR INFORMATION!

* Group Closing Date: 📅 03/01/2022 11:59 PM   UTC-05:00 (EST)

Once the Group Closing Date passes, the National Office will print certificates and mail induction materials for your group.

* Induction Date: 📅 04/01/2022

The date of your induction ceremony for this group. The Group Closing Date must be at least 9 day(s) prior to the Induction Date.

Invitation Expiration Date: 5/30/2022 11:59 pm

No invitations may be accepted after the Invitation Expiration Date. This field is set automatically by the National Office.

Email From Name: Alpha Lambda Delta

<no-reply@myhonorsociety.com>

Invitations and Welcome Messages will appear "from" the name you enter here. You may edit the name, but the email address may not be edited.

LAST BUT NOT LEAST... PROOF-READ YOUR MESSAGES. If you need additional assistance personalizing your messages, please see the "Personalizing Your Message" Guide.

Invitation

This is what invitees will receive in the inital invitation email AND in any reminder emails.

--- Select a template ---

| Paragraph ∨ | **B** | *I* | ≡ | ≡ | ≔ | ≔ | ⌗ | 🖼 |

Dear {first-name},

Congratulations on your academic achievement! During these challenging times, you have shown great resilience and have met the membership in Alpha Lambda Delta Honor Society. Joining can open doors for you and offer opportunities to stand out, be recogniz community of peers, and enjoy a more well-rounded college experience at {institution-name}

STEP 5: CLICK ON "INVITEES TAB" THEN "OPTIONS" THEN "IMPORT INVITEES FROM FILE"

STEP 6: SELECT YOUR INVITATION GROUP, CLICK "CHOOSE FILE" TO SELECT YOUR LIST, AND THEN CLICK "UPLOAD" TO IMPORT YOUR INVITEES. Be sure your list is formatted in excel.

Click "**Choose File**" and Select Your File in the Pop-Up Window

NOTE: When uploading your list, please be sure all formatting (borders, shading, font color, etc) is cleared. Names should NOT APPEAR IN ALL CAPS. A list with cell formatting may hinder your ability to upload to MHS.

Creating Your Invitation Group (MHS)
An Alpha Lambda Delta Tutorial

Click "Upload" (File name will appear. Document must be .CSV, .TXT, .XLS, or .XLSX)

Step 1: Upload

Upload your data file to get started.

- Supported file types: Delimited or Fixed-Width text (*.csv, *.txt); Microsoft Excel (*.xls, *.xlsx). File size limit: 1MB
- Please don't upload data in ALL CAPS.

* Import Into Group:

Spring 2021 Invitation Tutorial Group 2 ⌄

* Upload File:

Choose File | Spring 2021 Sample Invitation Group.xlsx

⬆ Upload & Preview

STEP 7: IMPORT YOUR INVITEES

Select the "Sheet" and "Continue to Review & Complete."
Note: If you used a header row in your spreadsheet (labeling each column), start at Row 2.
If you just have the student data and no headers, start at Row 1. The sample used headers.

mport Invitees

⊗ Cancel and Start Over

⚙ Import Settings

MHS attempts to auto-detect your import file format. If the preview doesn't look as expected, review and make adjustments to your settings here.

File Type: Microsoft Excel

*Sheet: Sheet ⬍

*Start Row: 2

🔄 Save Settings and Refresh Preview

🔍 Step 2: Data Preview

Based on your Import Settings, this is how the first 10 rows of data have been parsed. Use the select boxes to designate which columns represent First Name, Last Name and Email values. Once the preview data looks correct and you've selected all columns, click Continue to Review & Complete.

First Name ⬍	Last Name ⬍	Email ⬍	(Do Not Import) ⬍
Sally	Jones	sample19@nationalald.org	Red
Michael	Brown	sample21@nationalald.org	Blue
Connor	Blake	sample23@nationalald.org	Green

Continue to Review & Complete ❯

Select The Columns to Upload. You must have First Name, Last Name, and Email. If you have additional items, be sure to click "Don't Import" (sample below: favorite colors)

Data Preview:
Based on the settings above, here is how the first 10 rows of your data have been parsed. Use the select boxes to designate which columns represent First Name, Last Name and Email values.

First Name ▼	Last Name ▼	Email ▼	Don't Import ▼
Sally	Brown	sample1@nationalald.org	Red
Michael	Jones	sample2@nationalald.org	Blue
Connor	Davis	sample3@nationalald.org	Green

Showing 2 to 4 of 4 total rows

Finally, click Continue to Review and Complete.

STEP 8: CHECK IMPORT STATUS

Here is where you verify the list properly uploaded. You can import additional files from here, if needed. If the student's name and email already is in MHS as they are already a member, the duplicate will not upload. **If all rows imported successfully, your group has been uploaded!**

Import Summary

Total Rows Read from File:	3
Total Conflicts:	0
Total Rows to Import:	3

◀ Back to Preview/Settings   Complete Import (3 invitees) ▶

STEP 9: VIEW YOUR INVITEE LIST

Your invitee list should look similar to what is below. You can see (in the column circled) the invitations have not yet been sent. Your next step is to queue the invitation to be sent!

STEP 10: SEND THE INVITATION! i.e.: "Queue Invitations for Delivery"

If the list looks good to you, and your invitation message is ready, click "Queue Invitations for Delivery."

Creating Your Invitation Group (MHS)
An Alpha Lambda Delta Tutorial

| | Induction Info | Invitees | Invitation Codes | Invitee Questions (0) | Invitee Items for Sale (1) | Reminders |

⊕ Add Invitee   ⚙ Options ⌄   ✉ Queue Invitations for Delivery

🔍 Search

Show 10 ⇕ entries

	First	Last	Email	Invited ❓	Accepted	Bypass Code	Unsubscribed?	Last Interaction
✏ 📷 🗑	Connor	Blake	sample23@nationalald.org	No ⟳	No		No	
✏ 📷 🗑	Michael	Brown	sample21@nationalald.org	No ⟳	No		No	
✏ 📷 🗑	Sally	Jones	sample19@nationalald.org	No ⟳	No		No	

Showing 1 to 3 of 3 entries

‹   1   ›

✉ Queue Invitations for Delivery Confirmation

ⓘ You are about to enqueue email invitations for delivery to your invitees. Upon review by the National Office, invitation emails will be sent to all members of this Invitation Group who have not yet received one.

▽ Filter

Group Name: Spring 2021 Invitation Tutorial Group 2
Total Invitees: 3
Unsent Invitations: 3

🔍 Invitation Previews

ⓘ This is how your invitations will look to your recipients. You can use the controls at the bottom right to step through and preview the invitations to be sent. Just click "Queue Invitations for Delivery" when you're ready.

Alpha Lambda Delta
The Honor Society for First-Year Academic Success

Taking You From First Year to Career

Dear Sally,

Congratulations on your academic achievement! During these challenging times, you have shown great resilience and have met the GPA criteria of 3.5 or higher for membership in Alpha Lambda Delta Honor Society. Joining can open doors for you and offer opportunities to stand out, be recognized, connect with a supportive

Review one last time to be sure all your information is correct, including your signature section.

CONGRATULATIONS! YOU SENT YOUR INVITATION TO THE ALD HEADQUARTERS!!! IT WILL BE RELEASED TO YOUR INVITEES WITHIN 24 HOURS.

IF YOU WANT TO DOUBLE-CHECK THAT YOUR INVITE HAS BEEN SENT, CLICK "INVITATION GROUP"

SELECT YOUR INVITATION GROUP (CLICK THE PENCIL)

Creating Your Invitation Group (MHS)
An Alpha Lambda Delta Tutorial

CLICK ON THE "INVITEES" TAB. YOU WILL SEE THE "INVITED" COLUMN SAYS "Yes"

	First	Last	Email	Invited	Accepted	Bypass Code	Unsubscribed?	Last Interaction
	Connor	Blake	sample23@nationalal .org	Yes	No		No	
	Michael	Brown	sample21@nationalal .org	Yes	No		No	
	Sally	Jones	sample19@nationalald. rg	Yes	No		No	

Search   Show 10 entries

Showing 1 to 3 of 3 entries   1