

Personalizing Your Messages to Invitees (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS. USE THE DROP DOWN MENU FOR INVITATIONS.

- TO MESSAGE INVITEES, SELECT “INVITATION” then “INVITATION GROUPS” ON THE LEFT NAVIGATION BAR, CLICK THE PENCIL TO EDIT YOUR DESIRED INVITATION GROUP.

myHONOR SOCIETY

Invitation Groups

Create New Invitation Group

Search

10 records

Columns Export

	Name	Created	Status	Closing Date	Expiration Date	Invitees	Unsent	Acceptances
	Spring 2021 Invitation Tutorial Group 2	12/07/2021 9:23 AM	Sent	03/01/2022 11:59 PM	05/30/2022 11:59 PM	3	0	0
	Spring 2021 Invitation Tutorial Group	11/18/2021 9:24 AM	Queued	04/30/2022 11:59 PM	07/29/2022 11:59 PM	1	1	0
	TestSummer2015	08/11/2015 11:36 AM	Sent	10/26/2015 11:59 PM	01/31/2020 9:46 AM	2	0	1
	Test of cash/check reporting	02/05/2015 10:42 AM	Unsent	02/05/2015 10:59 AM	02/17/2015 12:00 AM	3	3	2
	Spring 2015	10/25/2014 10:54 AM	Mixed	12/12/2014 11:59 PM	01/31/2020 9:46 AM	15	5	1
	Fall 2014	10/25/2014 10:02 AM	Mixed	11/30/2014 11:59 PM	01/31/2020 9:46 AM	15	5	1
	Testing cash/check	03/31/2014 10:45 AM	Unsent	03/29/2014 11:59 PM	01/31/2020 9:46 AM	3	3	1

- SELECT THE “INVITEES” TAB, THEN OPTIONS BUTTON AND CLICK “SEND MESSAGE TO INVITEES.”

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 that your invitees will know how to 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 National Office will make local dues refund checks payable to Sri Lanka Omicron.

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

Add Invitee Options Queue Invitations for Delivery

Search

Import Invitees from File 10 entries

Export Invitees to CSV

Last Interaction

	First	Last	Email	Invited	Accepted
	Connor	Blake	sample23@nationalald.org	Yes	No
	Michael	Brown	sample21@nationalald.org	Yes	No
	Sally	Jones	sample19@nationalald.org	Yes	No

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STEP 2: SELECT YOUR RECIPIENTS

If you are sending an **invitee message** (to not-yet members), be sure to check the box under Send To: "Invitees who have been invited but not yet accepted." The number of these students will be indicated. Please note, if invitees have added themselves to the "Do Not Email" list, they will not be sent this message.



Invitee Message

Invitation Group: Spring 2021 Invitation Tutorial Group 2

*Send to: Invitees who have been invited but not yet accepted (3)

* From Name: Alpha Lambda Delta <no-reply@myhonorsociety.com>

You can edit the From name, but the email address may not be edited.

* Subject:

Message Body

You can preview your message and make changes, if needed.

-- Select a template --

Personalization

Apply

Paragraph **B** *I* [List icons] [Link icon] [Image icon]

STEP 3: CHANGE THE "FROM NAME" AND "REPLY TO" FIELD. These are customizable up to 40 characters.

Invitee Message

Invitation Group: Spring 2022

*Send to: Invitees who have been invited but not yet accepted (1)

* From Name: Alpha Lambda Delta <no-reply@myhonorsociety.com>

You can edit the From name, but the email address may not be edited.

* Subject:

Message Body

You can preview your message and make changes, if needed.

-- Select a template --

Personalization

Apply

Paragraph **B** *I* [List icons] [Link icon] [Image icon]

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STEP 4: ENTER YOUR SUBJECT

Invitee Message

Invitation Group: Spring 2022

*Send to: Invitees who have been invited but not yet accepted (1)

* From Name: Alpha Lambda Delta <no-reply@myhonorsociety.com>
You can edit the From name, but the email address may not be edited.

* Subject:

Message Body Personalization

You can preview your message and make changes, if needed.

-- Select a template -- Apply

Paragraph **B** *I*

STEP 5: SELECT YOUR TEMPLATE AND CLICK "APPLY"

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Message

* From Name: <no-reply@myhonorsociety.com>
You can edit the From name, but the email address may not be edited.

* Reply-To:
If a member replies to the email, it will go to this address.

* Subject:

Message Body

You can preview your message and make changes, if needed.

Paragraph

Template Options:

- Invitation Letter #2
- Fall Invitation Letter
- New Sample Template
- Sample Message Template
- Invitation Letter
- Welcome Letter
- Sample Message
- Reminder – Common Misconceptions
- Reminder – is ALD Legit?
- New Chapter Invitation Letter
- Reminder Last Chance
- Reminder – what do I get for my membership fee?
- Honor Society Scam
- Scholarship Email – Trow & Stemler
- ALD Leads Certified
- PES Reminder – Is PESALD legit?
- PES Reminder – Last Chance
- ALD Promo Video
- New Chapter Invitation Letter
- ALD Promo Video
- Last Day Reminder

STEP 6: CUSTOMIZE YOUR MESSAGE

Personalize:

You may also choose to bypass the template and create your own message. The same features (personalization, hyperlink, pictures, etc.) are available MHS allows for personalized fields which allows you to customize a template efficiently. The fields are as follows:

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Message

* From Name: <no-reply@myhonorsociety.com>

You can edit the From name, but the email address may not be edited.

* Reply-To:

If a member replies to the email, it will go to this address.

* Subject:

Message Body

You can preview your message and make changes, if needed.

-- Select a template --

 Personalization

Apply

Paragraph 

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*

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

The variables must be entered exactly as they are written in bold above, including the curly braces and dashes. Example:

Dear **{first-name}**,

Congratulations! You are invited to join Alpha Lambda Delta at **{institution-name}**.

Dues are only **{dues}** and include lifetime membership and many great benefits. Dues are comprised of Local Dues (**{local-dues}**) and National Dues (**{national-dues}**).

You have until **{closing-date}** to accept this invitation.

Please visit our website at **{chapter-website}** for more information about our chapter.

Please note that a link to accept the invitation online will be included automatically in all invitations. The link will be inserted just after your invitation text entered here.

Cancel

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An Alpha Lambda Delta Tutorial

Hyperlink:

If you'd like to add a hyperlink, **highlight the text you'd like to hyperlink**. Then select the "Link" button.

Invitee Message

Invitation Group: Spring 2022

*Send to: Invitees who have been invited but not yet accepted (1)

* From Name: Alpha Lambda Delta <no-reply@myhonorsociety.com>
You can edit the From name, but the email address may not be edited.

* Subject: ALD Scholarships

Message Body

You can preview your message and make changes, if needed.

Scholarship Email - Stemler & Trow

Paragraph **B** *I* [List] [Align] [Link] [Image]

Attention ALD Members!

It is time to apply for the Alpha Lambda Delta scholarships! Below you'll find our local chapter deadlines, as well as brief descriptions about each scholarship. All applications are online, and all scholarships will be awarded the 2022-23 academic year.

Enter in your URL and check the green box.

Paragraph **B** *I* [List] [Align] [Link] [Image]

Hello, ALD Member,

Link URL [Redacted]

Open in New Tab

[Green Checkmark] [Red X]

...u indicated you may be graduating this year. If so, and if you'd
ng directions.

...e is offering this one-time "pandemic arrangement" to help sa
(org). Please allow 10 days to 2 weeks for delivery.

...rd through ALD National Office:

Insert an Image:

Click in the body of the email where you'd like to insert the picture. Click on the "Image" button.

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* Subject: ALD Honor Cords

Message Body

Personalization

You can preview your message and make changes, if needed.

ALD Honor Cords

Apply

Paragraph

B

I

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Hello, ALD Member,

When you accepted membership, you indicated you may be graduating this year. If so, and if you'd like to purchase an honor cord and have it shipped to your home, please use the following directions.

Please Note: The ALD National Office is offering this one-time "pandemic arrangement" to help save you some money when ordering your cord (rather than ordering through www.shopald.org). Please allow 10 days to 2 weeks for delivery.

Directions for Ordering an Honor Cord through ALD National Office:

Start here: <https://ald.myhonorsociety.com/>

Find the file/picture to insert; you may have to "Upload" the file first.

Coldfusion File Explorer - Google Chrome

<https://ald.myhonorsociety.com/explorer/index.html?CKEditor=messageHTML&CKEditorFuncNum=1&langCode=en>

Directory of /userfiles/

/userfiles/
chapters

--- No items selected --- | --- No Filter (Show All) --- | View: Details (List)

Name	Size	Modified	Attributes
2015-09-07 13.53.08.jpg	204.09 KiB	9/8/2015 1:50:55 PM	
ALD - Officer Application.docx	37.18 KiB	3/20/2014 1:50:08 AM	
ALD - Scholarship Application.docx	37.37 KiB	3/20/2014 1:50:03 AM	
ALD Holiday Ecard 2015.jpg	109.59 KiB	12/17/2015 2:42:49 PM	
ALD March 17th All Members Meeting Minutes.docx	543.48 KiB	3/19/2015 8:54:33 PM	
ALD Meeting Agenda 3-19-14.pptx	209.95 KiB	3/20/2014 1:49:34 AM	
ALD-Sweater-Party-Flyer-[415378].jpg	2.34 MiB	11/30/2015 10:13:34 PM	
ALD ASL Honor Society Initiation Email invite.jpg	143.15 KiB	1/12/2012 10:09:39 PM	
ALDShoeDriveFlyerYear2.docx	320.12 KiB	3/19/2015 9:09:22 PM	
Ashlee.JPG	9.04 KiB	3/19/2014 2:02:29 PM	

Upload file: No file chosen

Once uploaded, double-click the file name. The image will appear in the "preview." Click "OK."

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STEP 7: ONCE COMPLETE, CLICK "PREVIEW MESSAGE"

Message Body

Personalization

You can preview your message and make changes, if needed.

Scholarship Email - Stemler & Trow

Apply

Paragraph **B** *I* [List] [Align] [Link] [Image]

Attention ALD Members!

It is time to apply for the Alpha Lambda Delta scholarships! Below you'll find our local chapter deadlines, as well as brief descriptions about each scholarship. All applications are online, and all scholarships will be awarded the 2022-23 academic year.

Stemler Study Abroad Scholarships: Local Deadline: DEADLINE HERE

If you are planning to study abroad for college credit Summer 2022, Fall 2022, or Spring 2023, be sure to apply for this scholarship. There are 20 scholarships awarded (ten \$1,000 and ten \$2,000). These scholarships help offset the costs associated with travel abroad. Once you have paid your membership dues, you are eligible to apply for this scholarship. Applicants must have a 3.5 GPA.

www.nationalald.org/stemler

Trow Undergraduate Scholarships: Local Deadline – DEADLINE HERE

Any sophomore who was inducted last year (2020) is eligible to apply for the Trow scholarship. There are 50 scholarships which range from \$1,000 to \$6,000. Applicants must have a 3.5 GPA.

www.nationalald.org/trow

Each scholarship application is online along with a practice application in a Word doc to allow you to prepare. The Stemler and Trow scholarships compete on a local chapter level first, then the finalist is forwarded to the ALD Headquarters competition. If you have questions about the local competition, please contact ADVISOR at EMAIL.

If you have any questions about the scholarships, please contact ALD Headquarters at scholarships@nationalald.org or (585) 364-0840.

We hope you take the time to apply for these great opportunities!

Include the "Accept Invitation" Button and Instructions

Check this box to include the Accept Invitation button and manual acceptance instructions at the bottom of your message.

You can see how this will look when you Preview your messages on the next step.

Cancel

Preview Message



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STEP 8: SEND YOUR MESSAGE

Once logged in, go to the left panel, choose Order Membership Items under Orders & Payments. Click the drop down menu and choose Honor Cord.

If you cannot remember your login email address or have other issues, send an email to christine@nationalald.org. Include a screenshot of any error message you get, and please include your phone number in case we need to call.



Alpha Lambda Delta Academic Honor Society
6800 Pittsford-Palmyra Rd, Suite 340; Fairport, NY 14450; 1.585.364.0840

[Unsubscribe]

Attachments: (No attachments)

Return to Editing

Send Message to 25 Members