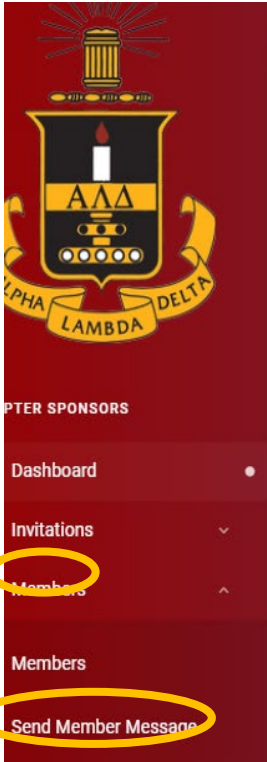


Personalizing Your Messages to Your Members (MHS)

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STEP 1: SIGN INTO MHS. SELECT “MEMBERS” AND THEN “SEND MEMBER MESSAGES”.



Chapter Dashboard – Sri Lanka Omicron

Active / Upcoming Invitations – 1

Search [] 10 records [New Invitation Group] [Columns] [Export]

	Group Name	Invitees	Send Status	Total Accepted	Amount Due ¹	Closes	Induction	Expires
	Spring 2022	1		0	\$0.00	02/16/2022 11:59 PM	04/21/2022	05/08/2022 11:59 PM

Showing 1 to 1 of 1 entries

¹Your Chapter settings indicate that your Chapter or Institution pays the National Dues on behalf of all students. After the invitation period closes, you'll be required to pay the National Dues for all students. An invoice will be sent to you. Depending on your society's policies, certificates may not be printed until payment is received.

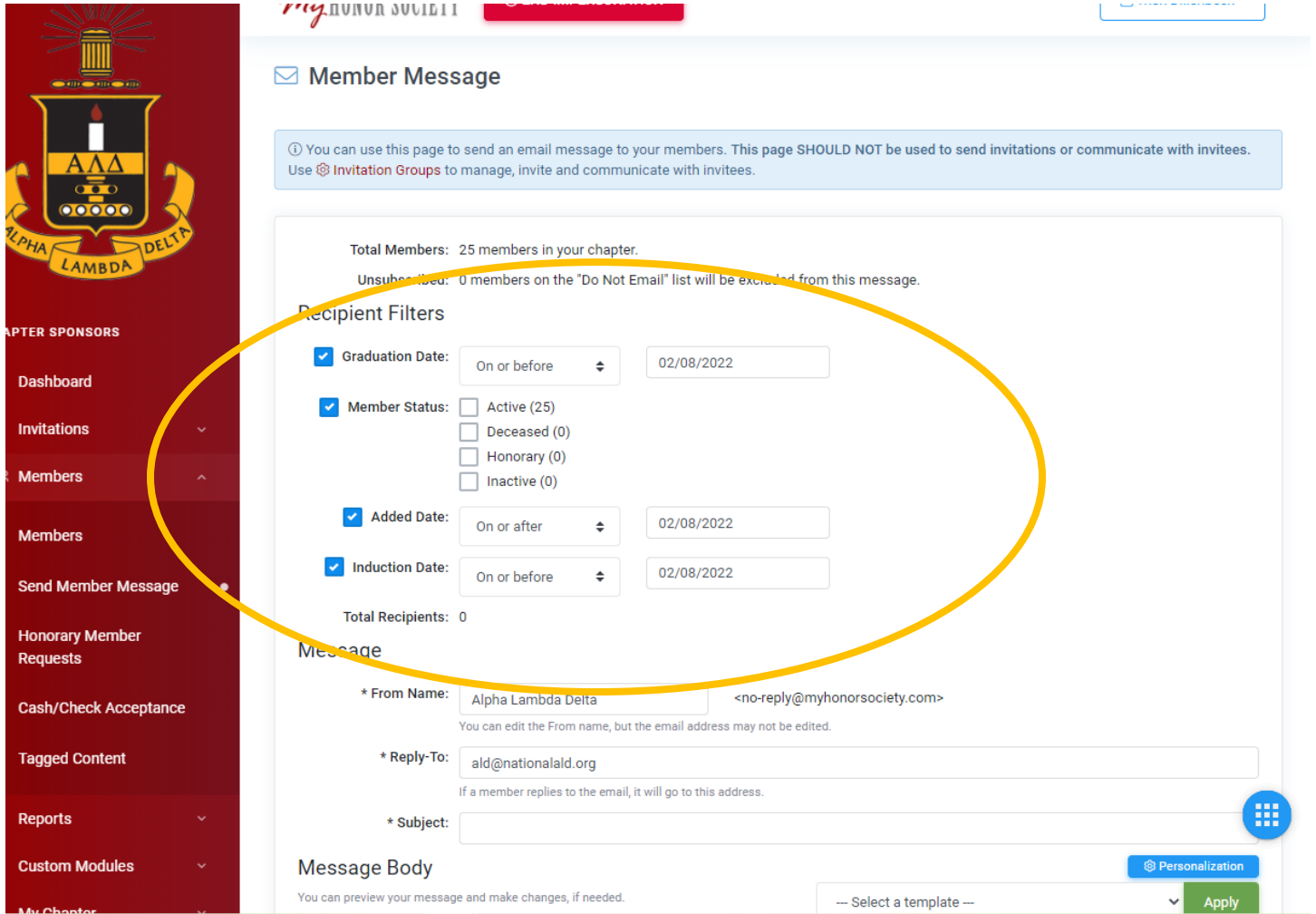
Invitee Items Pending Fulfillment – 0

This table lists invitee item purchases that require shipping and have not yet been marked fulfilled. Click the to mark the item as fulfilled and hide it from the dashboard. You can always view your complete history on the [Invitee Items Purchased](#) page.

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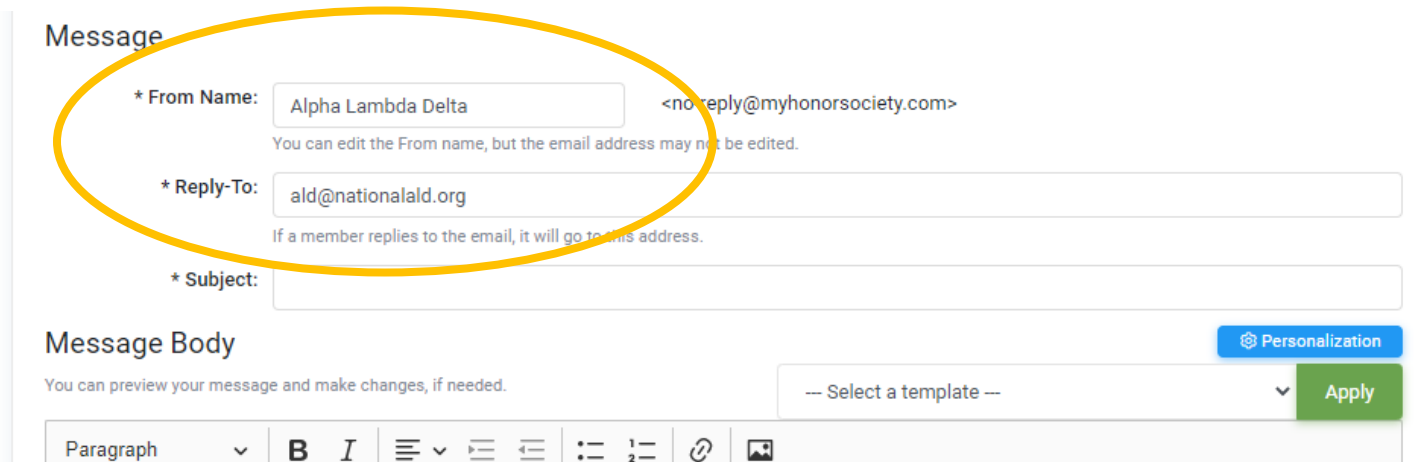
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STEP 2: SELECT YOUR RECIPIENTS USING THE FILTERS LISTED



The screenshot shows the 'Member Message' interface. On the left is a dark red sidebar with the Alpha Lambda Delta logo and a menu including 'Dashboard', 'Invitations', 'Members', 'Send Member Message', 'Honorary Member Requests', 'Cash/Check Acceptance', 'Tagged Content', 'Reports', and 'Custom Modules'. The main content area is titled 'Member Message' and includes a blue informational box: 'You can use this page to send an email message to your members. This page SHOULD NOT be used to send invitations or communicate with invitees. Use Invitation Groups to manage, invite and communicate with invitees.' Below this, it shows 'Total Members: 25 members in your chapter.' and 'Unsubscribed: 0 members on the "Do Not Email" list will be excluded from this message.' The 'Recipient Filters' section is highlighted with a yellow oval and contains: 'Graduation Date: On or before 02/08/2022', 'Member Status: Active (25), Deceased (0), Honorary (0), Inactive (0)', 'Added Date: On or after 02/08/2022', and 'Induction Date: On or before 02/08/2022'. Below the filters, it says 'Total Recipients: 0'. The 'Message' section shows fields for 'From Name' (Alpha Lambda Delta), 'Reply-To' (ald@nationalald.org), and 'Subject'. The 'Message Body' section has a 'Personalization' button and a template selector.

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



This close-up screenshot focuses on the 'Message' fields. The 'From Name' field is highlighted with a yellow oval and contains 'Alpha Lambda Delta'. The 'Reply-To' field also contains 'ald@nationalald.org'. Below these fields is the 'Message Body' section, which includes a 'Personalization' button and a template selector set to '-- Select a template --'. At the bottom, there is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), text alignment, bulleted and numbered lists, link, and image insertion.

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STEP 4: ENTER YOUR SUBJECT

The screenshot shows the 'Message' creation interface. On the left is a dark red sidebar with navigation options: Requests, Cash/Check Acceptance, Tagged Content, Reports, Custom Modules, My Chapter, and My Profile. The main area is titled 'Message' and contains the following fields:

- * From Name:** Alpha Lambda Delta (with email <no-reply@myhonorsociety.com> below it, and a note: 'You can edit the From name, but the email address may not be edited.')
- * Reply-To:** ald@nationalald.org (with a note: 'If a member replies to the email, it will go to this address.')
- * Subject:** ALD Reminders (highlighted with a yellow oval)

Below the subject field is the 'Message Body' section, which includes a 'Personalization' button, a template selection dropdown (currently showing '-- Select a template --'), and an 'Apply' button. A rich text editor toolbar is visible at the bottom of the message body area.

STEP 5: SELECT YOUR TEMPLATE AND CLICK "APPLY"

This screenshot is similar to the previous one, but the subject field is empty. The 'Message Body' section is the focus, with a yellow oval highlighting the template selection dropdown (showing '-- Select a template --') and the 'Apply' button. The 'Personalization' button is also visible above the dropdown.

Template Options:

- Invitation Letter #2
- Fall Invitation Letter
- New Sample Template
- Sample Message Template
- Invitation Letter
- Welcome Letter
- 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 – Stemler & Trow
- ALD Leads Certified
- PES Reminder – Common Misconceptions
- PES Reminder – Is PESALD legit?
- PES Reminder – Last chance
- ALD Honor Cords
- Last Chance Expired
- 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.

Reminder - Common Misconceptions

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.

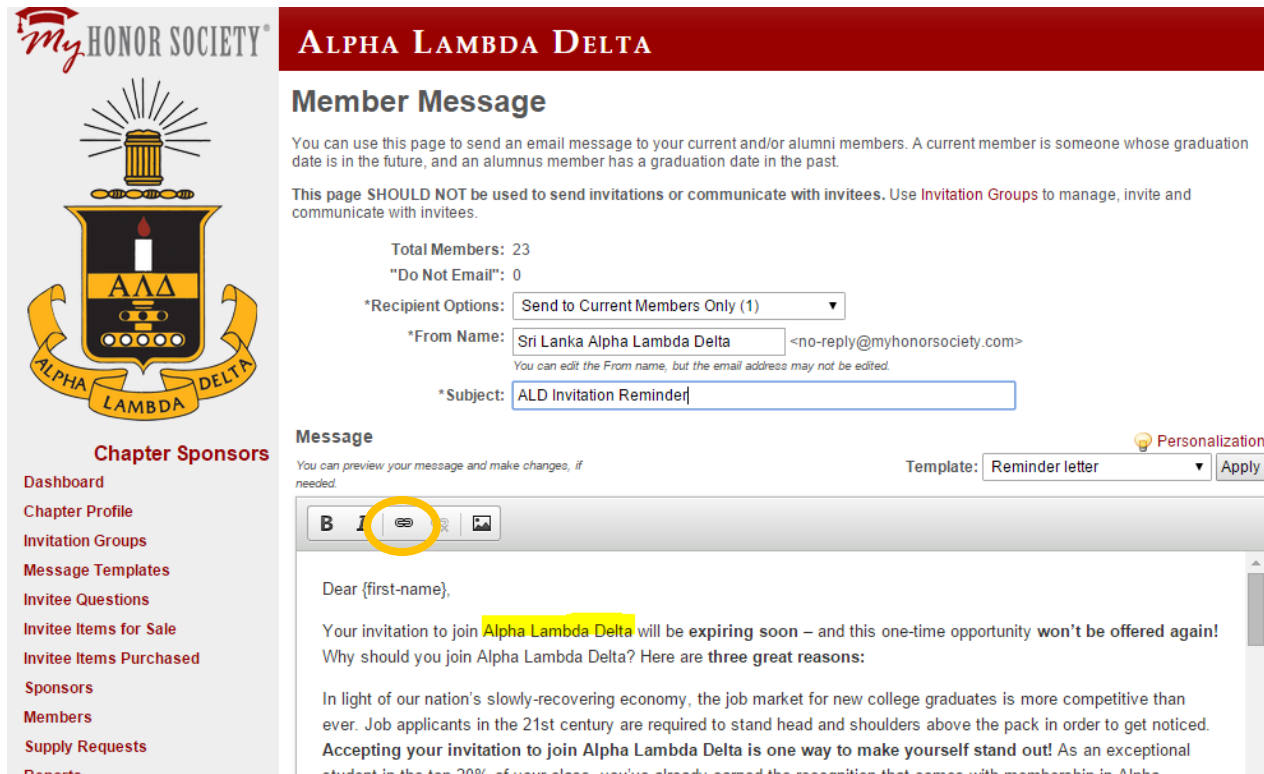
Cancel

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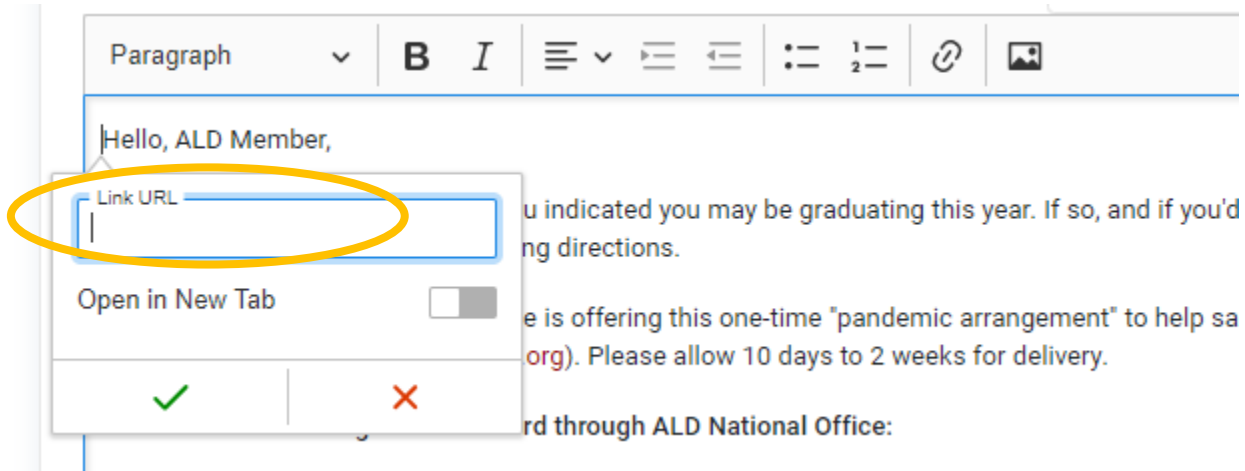
Hyperlink:

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



The screenshot shows the "Member Message" interface for Alpha Lambda Delta. On the left is a sidebar with navigation links: Dashboard, Chapter Profile, Invitation Groups, Message Templates, Invitee Questions, Invitee Items for Sale, Invitee Items Purchased, Sponsors, Members, Supply Requests, and Reports. The main content area has a header for "My HONOR SOCIETY" and "ALPHA LAMBDA DELTA". Below the header is the "Member Message" title and a brief explanation of the page's purpose. It includes fields for "Total Members: 23", "Do Not Email: 0", "Recipient Options" (set to "Send to Current Members Only (1)"), "From Name" (Sri Lanka Alpha Lambda Delta), and "Subject" (ALD Invitation Reminder). A "Message" preview area shows a draft email with a highlighted phrase "Alpha Lambda Delta" and a "Link" button circled in yellow in the toolbar above it. The draft text includes: "Dear {first-name}, Your invitation to join Alpha Lambda Delta will be expiring soon – and this one-time opportunity won't be offered again! Why should you join Alpha Lambda Delta? Here are three great reasons: In light of our nation's slowly-recovering economy, the job market for new college graduates is more competitive than ever. Job applicants in the 21st century are required to stand head and shoulders above the pack in order to get noticed. Accepting your invitation to join Alpha Lambda Delta is one way to make yourself stand out! As an exceptional student in the top 20% of your class, you've already earned the recognition that comes with membership in Alpha Lambda Delta."

Enter in your URL and click "OK"



The screenshot shows a text editor interface with a toolbar containing "Paragraph", "B", "I", and other formatting options. The text "Hello, ALD Member," is visible. A dialog box for inserting a link is open, with the "Link URL" field highlighted by a yellow circle. The dialog also includes an "Open in New Tab" checkbox and "OK" (checkmark) and "Cancel" (X) buttons. The background text is partially obscured by the dialog box.

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

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

ALD Honor Cords

Personalization

Apply

Paragraph

B

I

☰

☰

☰

☰

🔗

🖼️

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.

Directory of /userfiles/

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	9.91 KiB	3/19/2014 2:02:29 PM	

Upload file: Choose File No file chosen Upload

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

Personalizing Your Messages to Your Members (MHS)

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STEP 7: ONCE COMPLETE, CLICK "PREVIEW MESSAGE"

Message Body

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

Reminder - Common Misconceptions Apply

Paragraph **B** *I*

Dear {first-name},

Your invitation to join Alpha Lambda Delta at {institution-name} will be closing soon – so why haven't you joined?

Here are a few common reasons for NOT joining – and why you should:

- **Having a high GPA isn't a big deal.** Not true! First semester and year is usually the toughest for new students. Celebrate your accomplishment – you earned it.
- **I don't have time.** Although we encourage you to be involved, it is not required. You may join ALD just to be recognized for your accomplishment and it's a great resume-builder.
- **It's not worth the money.** ALD is one of the lowest fees of any honor org, for a lifetime of benefits. Online leadership and career development to help you stand out. Opportunities to apply for thousands of dollars in scholarships. Exclusive perks and discounts. [More info here.](#)
- **I don't want a re-occurring cost.** ALD has a one-time fee, which includes national dues and the local dues used for on-campus activities. You'll never be asked to pay anything additional.
- **I don't want to join a fraternity or sorority.** We are not a social Greek organization! While our name sounds like one, ALD is an academic honor society, not a fraternity. Our primary mission is to recognize and foster academic achievement and award scholarships.
- **I want to be able to join other societies.** Membership in ALD does not mean you can't join other groups. We encourage you to build your resume by joining other organizations.
- **I have several honor organizations invites – aren't they just scams?** Unfortunately, some are. Alpha Lambda Delta is a certified member of the Association of College Honor Societies (ACHS), so you can be assured that Alpha Lambda Delta is a credible organization.

Lifetime membership in Alpha Lambda Delta's chapter at {institution-name} is a one-time cost of {dues}.

Explore [links below](#) to read more about benefits and what others have to say.
Check us out on [Instagram](https://www.instagram.com/nationalald/): <https://www.instagram.com/nationalald/>
Email any questions to: ald@nationalald.org
Short video clip from an AMA: [How is ALD different from all the other honor societies I got invited to?](#)

Attachments: (No attachments)

Choose file Browse

Reset Form **Preview Message**

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STEP 8: SEND YOUR MESSAGE



END IMPERSONATION

Trish Dillenbeck

Member Message Preview

Select a recipient using the select box to preview how the message will look to that recipient.

Preview message to:

Attachments: (No attachments)

Return to editing **Send Message to 0 Members**