

Personalizing Your Messages (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS. THERE ARE TWO GROUPS YOU CAN SEND A MESSAGE TO – THE INTERFACES ARE SIMILAR FOR BOTH GROUPS (STEPS 3 - 8)

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

MyHONOR SOCIETY[®] ALPHA LAMBDA DELTA

Invitation Groups

Display 10 records per page

Name	Created	Unsent	Invitations Expire	Invitees
Spring 2016 Tutorial Group	12/21/2015 11:38 AM	0	5/1/2015 11:59 PM	4
Spring 2016 Tutorial Group	12/21/2015 11:25 AM	0	5/1/2015 11:59 PM	0
Invitation Test Group	11/3/2015 11:12 AM	0	11/30/2015 11:59 PM	0
Nancy Schneller	8/28/2015 1:30 PM	0	8/28/2015 11:59 PM	1
TestSummer2015	8/11/2015 11:36 AM	0	10/28/2015 11:59 PM	0
TestSummer2015	8/11/2015 11:36 AM	0	10/28/2015 11:59 PM	1
TestSummer2015	8/11/2015 11:36 AM	0	10/28/2015 11:59 PM	0
spring test	2/24/2015 1:21 PM	0	2/4/2015 11:59 PM	2
Test of cash/check reporting	2/5/2015 10:42 AM	2	2/5/2015 10:59 AM	2
Test for LSU	12/8/2014 10:31 AM	2	3/3/2015 10:50 AM	4

Showing 1 to 10 of 19 records

Create New Invitation Group...

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Edit Invitation Group: Spring 2016 Tutorial Group

If you're mailing paper invitation letters, you must insert the information below into your letter so that your invitees will know how to accept the invitation and pay dues online.

No matter how your invitations are sent, via paper or e-mail, follow-up e-mail messages to those who haven't yet accepted must include the Acceptance Information below. If an invitee has to have access to his or her original invitation to accept, you might end up with a lot of unnecessary requests for instructions on how to register (especially if they can't easily locate their original invitation).

Invitation Acceptance Information:
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: Xfneqq90

According to your Chapter Profile, local dues of \$15.00 will be collected for each invitee accepting membership, and the National Office will make local dues refund checks payable to Sri Lanka Omnicron. If this is not correct, change it on your Chapter Profile page.

Induction: Invitees: Nation Codes:

First	Last	Email	Invited	Accepted	Bypass Code	Send Email?
William	Doe	sample02@nationalald.org	Y	N		Y
Liam	Person	sample03@nationalald.org	Y	N		Y
Olivia	Scholar	sample04@nationalald.org	Y	N		Y
Ella	Student	sample10@nationalald.org	Y	N		Y

Showing 1 to 4 of 4 records

Import Invitees From File | Send Email Invites | Send Message to Invitees

- TO MESSAGE CURRENT MEMBERS, SELECT “MEMBER MESSAGE.”

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Member Message

You can use this page to send an email message to your current and/or alumni members. A current member is someone whose graduation date is in the future, and an alumni member has a graduation date in the past.

This page SHOULD NOT be used to send invitations or communicate with invitees. Use Invitation Groups to manage, invite and communicate with invitees.

Total Members: 23
"Do Not Email": 0

*Recipient Options: Send to Current and Alumni Members (23)

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

*Subject:

Message

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

Template: --- Select a template --- Apply

body p

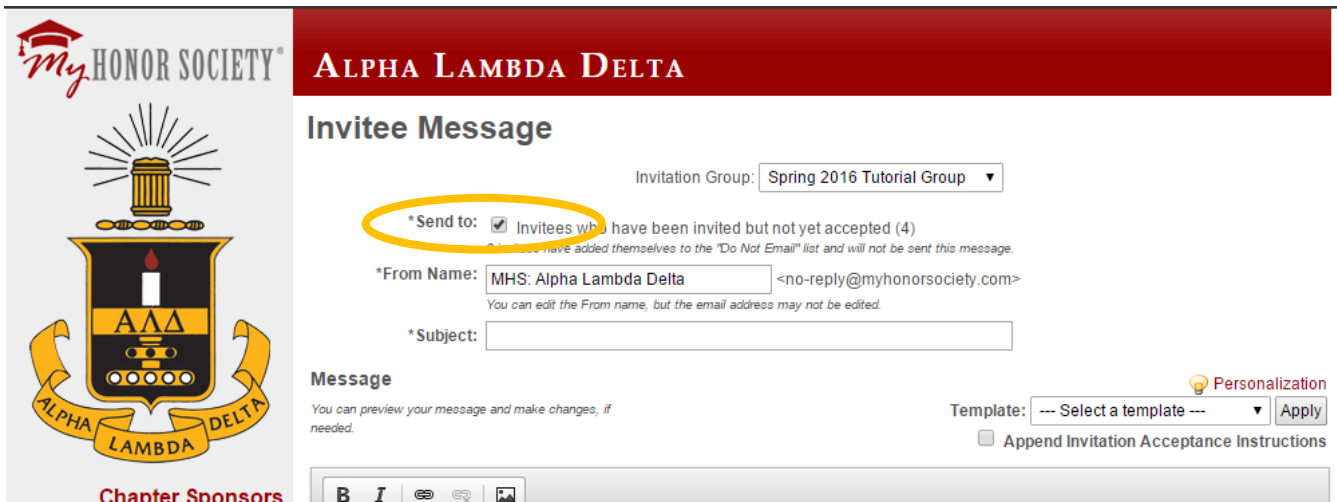
Preview Message or Cancel

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STEP 2: SELECT YOUR RECIPIENT

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.



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ALPHA LAMBDA DELTA

Invitation Group: Spring 2016 Tutorial Group

*Send to: Invitees who have been invited but not yet accepted (4)
Students who have added themselves to the "Do Not Email" list and will not be sent this message.

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

*Subject: _____

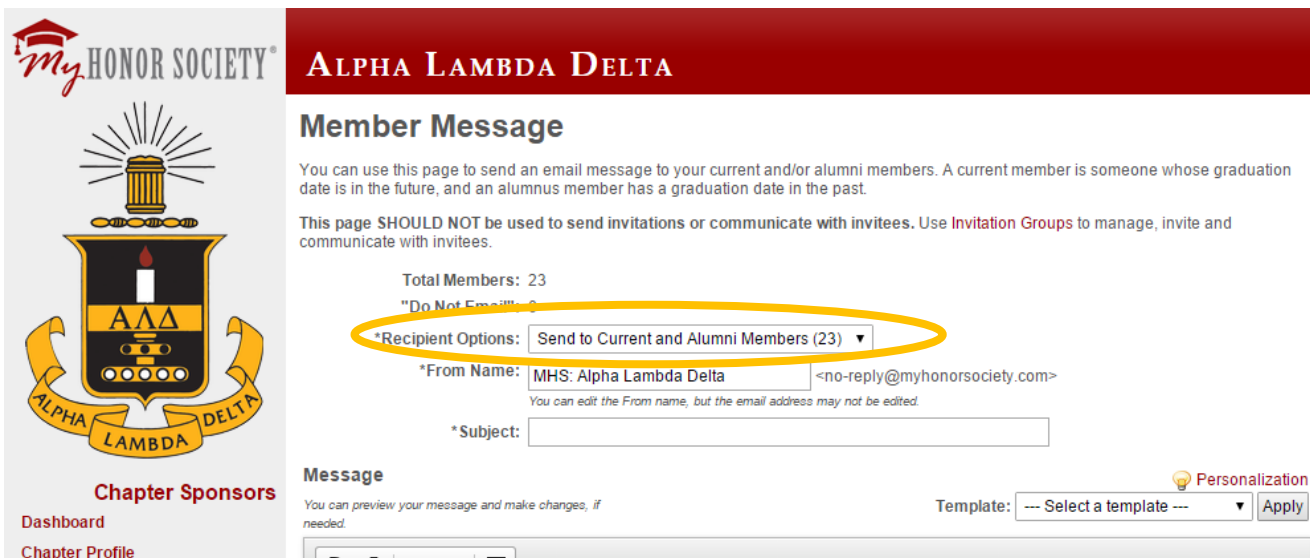
Message
You can preview your message and make changes, if needed.

Personalization
Template: --- Select a template ---

Append Invitation Acceptance Instructions

Chapter Sponsors

If you are sending a **member message** to current members/alumni, be sure to select which population you'd like: Current members only, alumni only, or both current members and alumni.



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ALPHA LAMBDA DELTA

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Do Not Email: 0

*Recipient Options: Send to Current and Alumni Members (23)

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

*Subject: _____

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

Personalization
Template: --- Select a template ---

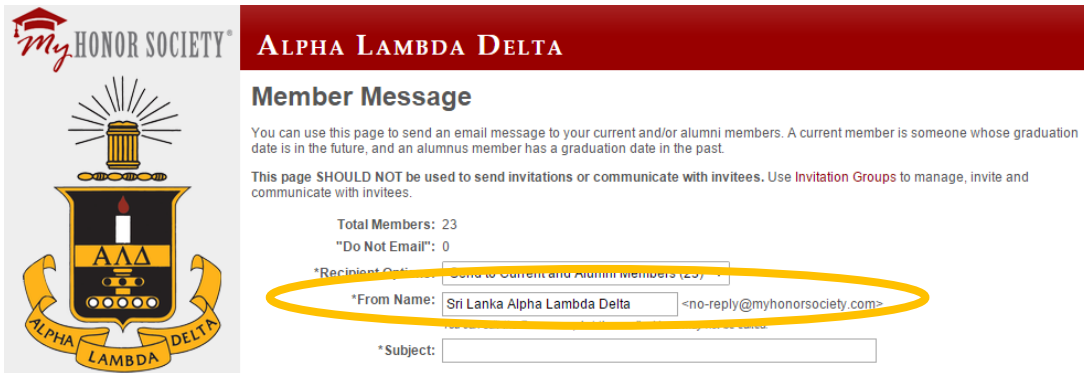
Chapter Sponsors

Dashboard
Chapter Profile

Personalizing Your Messages (MHS)

An Alpha Lambda Delta Tutorial

STEP 3: CHANGE THE "FROM NAME" FIELD. This is customizable up to 40 characters.



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ALPHA LAMBDA DELTA

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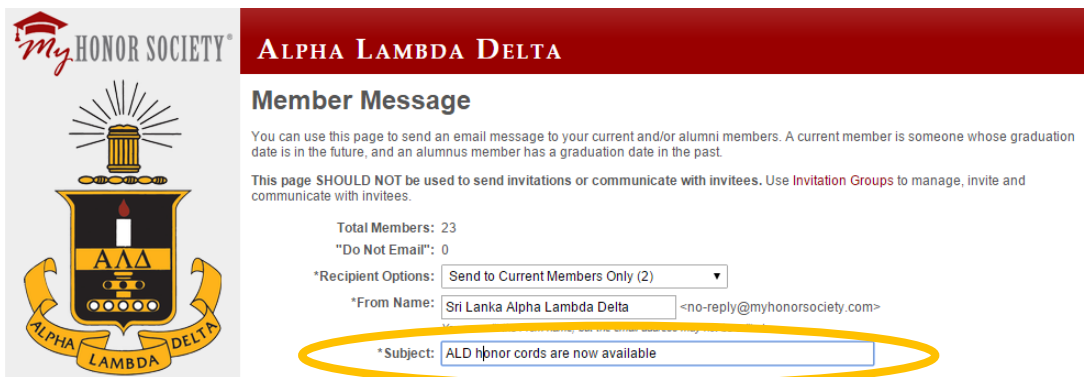
Total Members: 23
"Do Not Email": 0

*Recipient Options:

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

*Subject:

STEP 4: ENTER YOUR SUBJECT



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Total Members: 23
"Do Not Email": 0

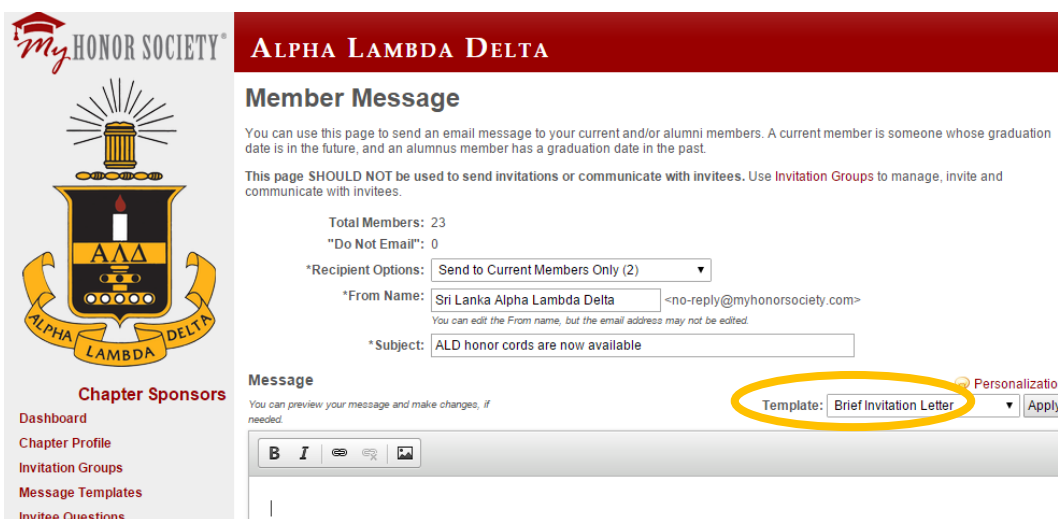
*Recipient Options:

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

*Subject:

STEP 5: SELECT YOUR TEMPLATE AND CLICK "APPLY"

You may also choose to bypass the template and create your own message. The same features (personalization, hyperlink, pictures, etc.) are available.



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Total Members: 23
"Do Not Email": 0

*Recipient Options:

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

*Subject:

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

Template: Personalization

Chapter Sponsors
Dashboard
Chapter Profile
Invitation Groups
Message Templates
Invitee Questions

Template Options:

- Long Invitation Letter
- Brief Invitation Letter
- Welcome Letter
- Reminder Letter

Personalizing Your Messages (MHS)

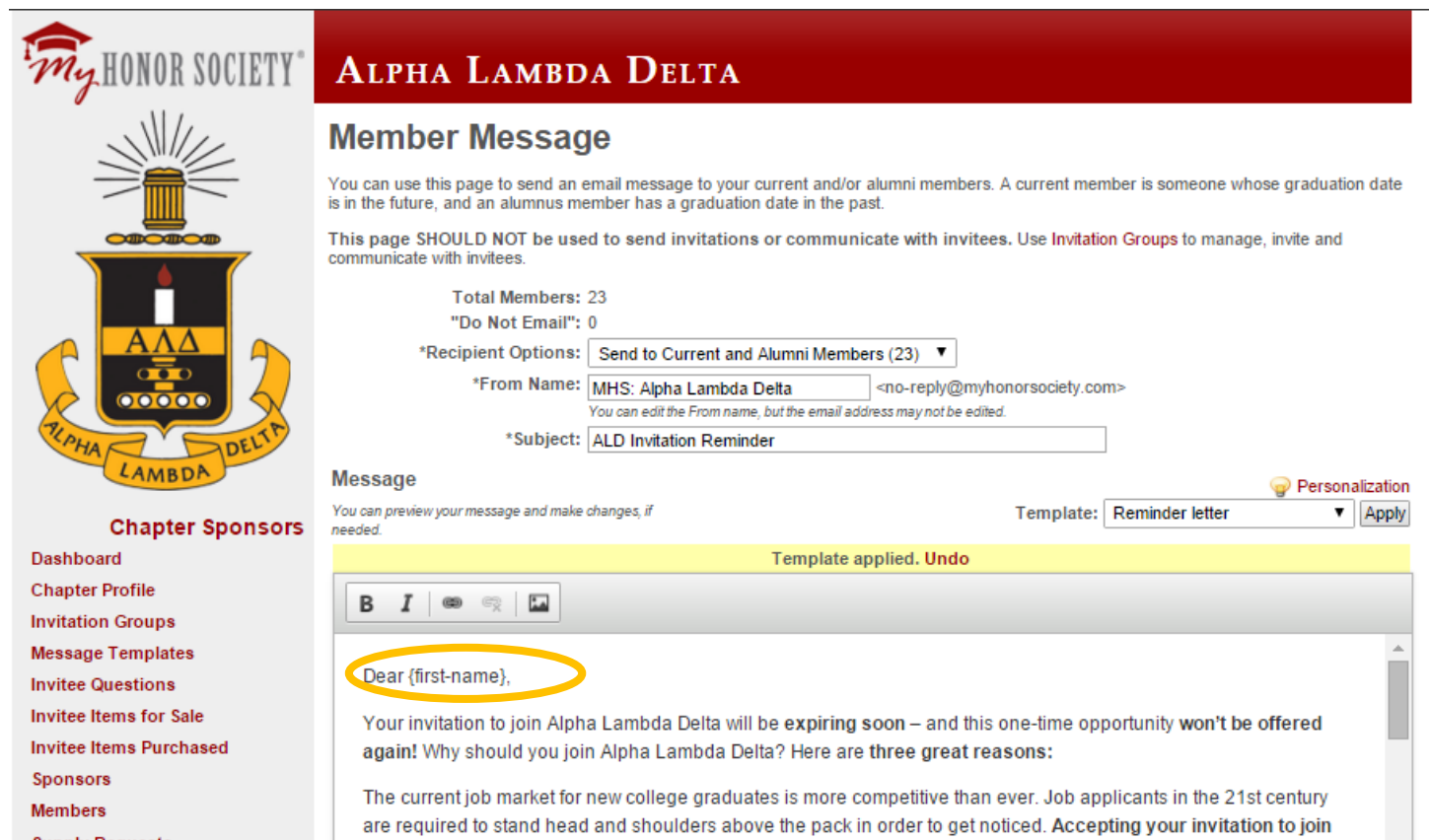
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STEP 6: CUSTOMIZE YOUR MESSAGE

Personalize:

MHS allows for personalized fields which allows you to customize a template efficiently. The fields are as follows:

{name}	Recipient's FULL name (first & last)
{first-name}	Recipient's first name only
{last-name}	Recipient's last name only
{email}	Recipient's email address
{invitation-code}	The group invitation code
{expiration-date}	The invitation expiration date
{induction-date}	The induction date
{dues}	Sum of the local and national dues (already includes a dollar sign: \$45.00)
{institution}	Your institution's name
{chapter-website}	Web address to your chapter site



The screenshot shows the 'My Honor Society' 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, and Supply Requests. The main content area is titled 'Member Message' and includes a description of the page's purpose. Below this is a form for sending a message, with fields for 'Total Members: 23', '"Do Not Email": 0', '*Recipient Options' (set to 'Send to Current and Alumni Members (23)'), '*From Name' (MHS: Alpha Lambda Delta), and '*Subject' (ALD Invitation Reminder). A 'Message' preview section shows the template 'Reminder letter' with a 'Personalization' icon and an 'Apply' button. The preview text starts with 'Dear {first-name},', where '{first-name}' is circled in yellow. The rest of the preview text reads: '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: The current 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'.

Personalizing Your Messages (MHS)

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.

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Total Members: 23
"Do Not Email": 0
*Recipient Options: Send to Current Members Only (1)
*From Name: Sri Lanka Alpha Lambda Delta <no-reply@myhonorsociety.com>
You can edit the From name, but the email address may not be edited.
*Subject: ALD Invitation Reminder

Message Personalization
You can preview your message and make changes, if needed. Template: Reminder letter

B I **Link**  

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

Enter in your URL and click "OK"

Link

Link Info Target Advanced

Link Type: URL

Protocol: http:// **www.nationalald.org**

Personalizing Your Messages (MHS)

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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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*Recipient Options: Send to Current Members Only (1)
*From Name: Sri Lanka Alpha Lambda Delta <no-reply@myhonorsociety.com>
You can edit the From name, but the email address may not be edited.
*Subject: ALD Invitation Reminder

Message Personalization
You can preview your message and make changes, if needed. Template: Reminder letter Apply

B I 

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

Click "Browse Server" under the Image Info tab.

Image Properties

Image Info Link Advanced

URL Browse Server

Alternative Text

Width
Height
Border
HSpace
VSpace
Alignment <not set>

Preview
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor.

OK Cancel

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An Alpha Lambda Delta Tutorial

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	9.04 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.”

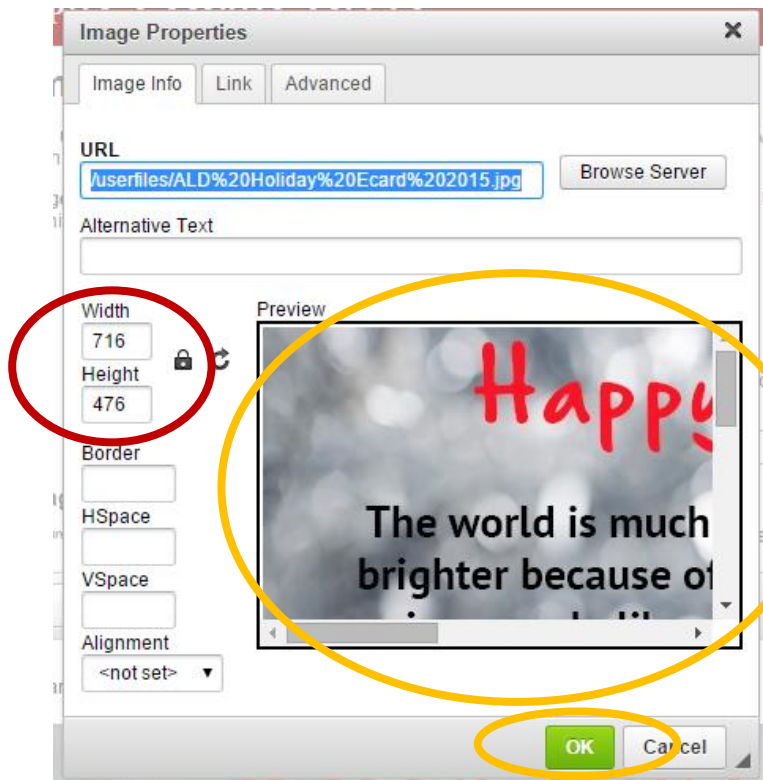


Image Properties

Image Info Link Advanced

URL:

Alternative Text:

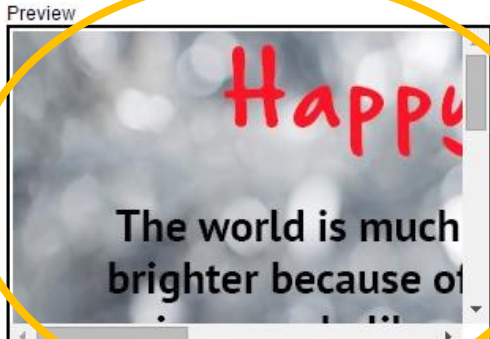
Width: Height:

Border:

HSpace:

VSpace:

Alignment:

Preview: 


You can adjust the width and height of the picture.

If you're already in the email, just double-click the image to return to this screen.

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An Alpha Lambda Delta Tutorial

STEP 7: ONCE COMPLETE, CLICK "PREVIEW MESSAGE"



ALPHA LAMBDA DELTA

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"Do Not Email": 0

*Recipient Options:




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

*Subject:

Message 💡 Personalization

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

Template:

B I   

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 – all you have to do is **accept your invitation and receive the benefits!**

body p span

or

STEP 8: SEND YOUR MESSAGE