

# Sending an Invitation Reminder (MHS)

An Alpha Lambda Delta Tutorial

**STEP 1: SIGN INTO MHS. CLICK ON THE "INVITATION GROUPS" TAB, AND SELECT YOUR INVITATION GROUP BY CLICKING THE PENCIL ASSOCIATED WITH THAT GROUP.**



## ALPHA LAMBDA DELTA

### Invitation Groups

Display 10 records per page


	Name	Created	Unsent	Invitations Expire	Invitees	Acceptances
	Summer 16 Test Group	7/12/2016 9:00 AM	0	9/1/2016 11:59 PM	2	0
	test with susan	1/26/2016 1:20 PM	1	4/24/2016 11:59 PM	30	0
	Spring 2016 Tutorial Group	12/21/2015 11:38 AM	0	5/1/2015 11:59 PM	4	0
	Invitation Test Group	11/3/2015 11:12 AM	0	11/30/2015 11:59 PM	0	0
	Nancy Schneller	8/28/2015 1:30 PM	0	8/28/2015 11:59 PM	1	0
	TestSummer2015	8/11/2015 11:36 AM	0	10/26/2015 11:59 PM	1	1
	TestSummer2015	8/11/2015 11:36 AM	0	10/26/2015 11:59 PM	0	0
	spring test	2/24/2015 1:21 PM	0	2/4/2015 11:59 PM	2	0
	Test of cash/check reporting	2/5/2015 10:42 AM	2	2/5/2015 10:59 AM	2	2
	Spring 2015	10/25/2014 10:54 AM	5	12/12/2014 11:59 PM	15	1

Showing 1 to 10 of 18 records

[Create New Invitation Group...](#)

- Dashboard
- Chapter Profile
- Invitation Groups**
- Message Templates
- Invitee Questions

**STEP 2: CLICK ON THE "INVITEES" TAB, AND THEN SELECT "SEND MESSAGE TO INVITEES"**



## ALPHA LAMBDA DELTA

### Edit Invitation Group: Summer 16 Test 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 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: Gjkwy63

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 Omicron. If this is not correct, change it on your Chapter Profile page.

Induction Info | **Invitees** | Invitation Codes

Display 10 records per page

	First	Last	Email	Invited	Accepted	Bypass Code	Send Email?
	Test	Kid A	kida@ald.org	Y <input checked="" type="checkbox"/>	N		Y
	test	kid B	kidb@ald.org	Y <input checked="" type="checkbox"/>	N		Y

Showing 1 to 2 of 2 records

[Import Invitees from File](#) | [Send Email Invitations](#) | **[Send Message to Invitees](#)**

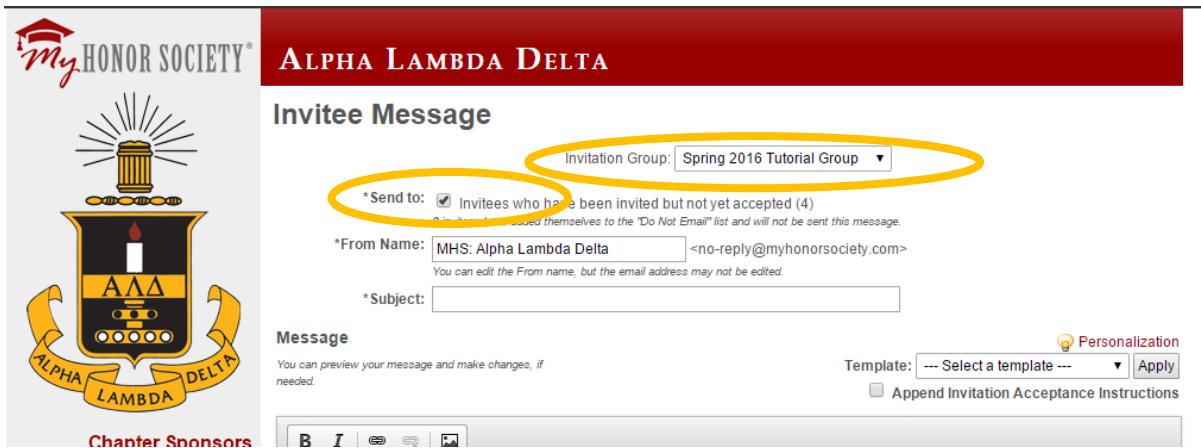
- Dashboard
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- Invitee Items for Sale
- Invitee Items Purchased

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### STEP 3: SELECT THE INVITATION GROUP, AND THE 'SEND TO' OPTION.

Be sure to click the "Send To" box to send an **invitee message to all those who have been invited but have not yet accepted**. The number of these students will be indicated below. Please note, if invitees have added themselves to the "Do Not Email" list, they will not be sent this message.



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### Invitee Message

Invitation Group: Spring 2016 Tutorial Group

\*Send to:  Invitees who have been invited but not yet accepted (4)  
0 invitees 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 Personalization  
You can preview your message and make changes, if needed.

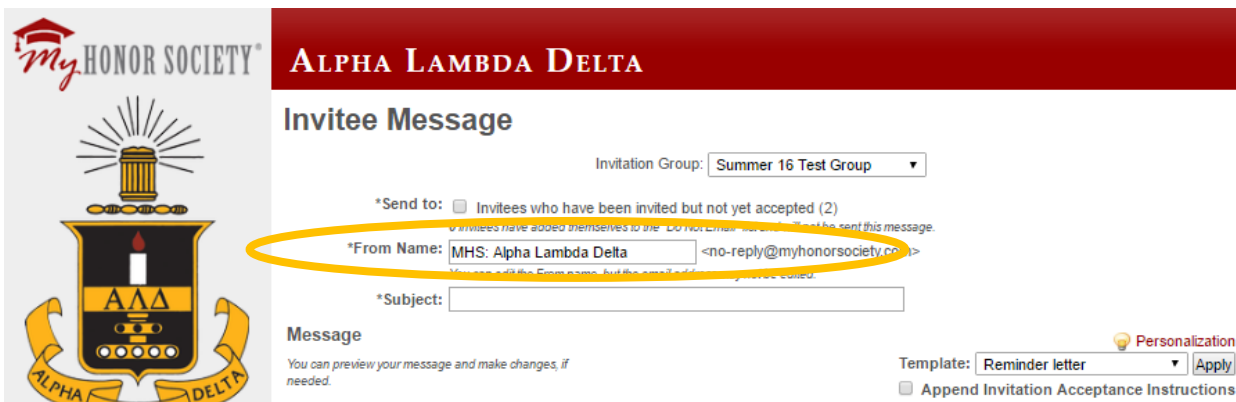
Template: --- Select a template ---

Append Invitation Acceptance Instructions

**B I** [Link] [Image]

Chapter Sponsors

### STEP 4: CHANGE THE "FROM NAME" FIELD. This is customizable up to 40 characters.



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### Invitee Message

Invitation Group: Summer 16 Test Group

\*Send to:  Invitees who have been invited but not yet accepted (2)  
0 invitees 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.

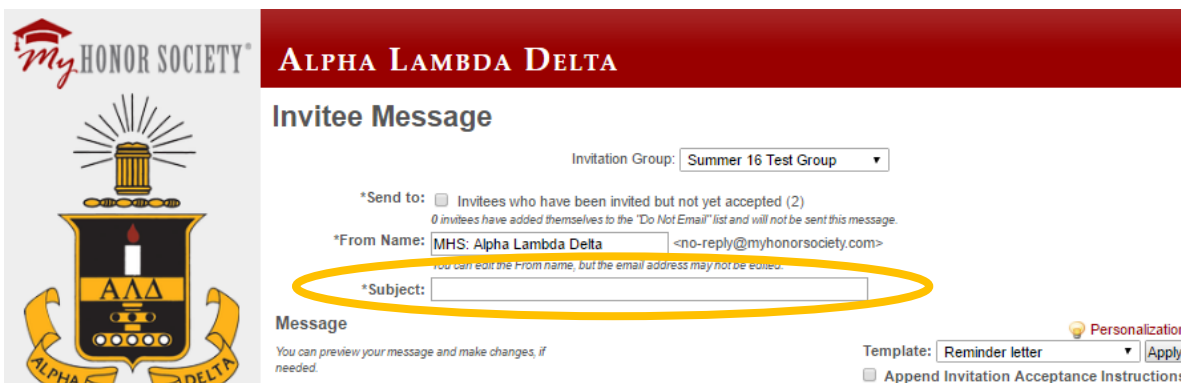
\*Subject: \_\_\_\_\_

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

Template: Reminder letter

Append Invitation Acceptance Instructions

### STEP 5: ENTER YOUR SUBJECT



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Template: Reminder letter

Append Invitation Acceptance Instructions

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### STEP 6: 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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Invitee Message

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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: **Reminder letter** Apply

**B I** [Icons]

Chapter Sponsors  
Dashboard  
Chapter Profile

#### Template Options:

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

### STEP 7: 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-name}	Your institution's name
{chapter-website}	Web address to your chapter site

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## Chapter Sponsors

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- Members
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- Reports
- Member Message

## ALPHA LAMBDA DELTA

### Invitee Message

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0 invitees 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: Reminder letter

Append Invitation Acceptance Instructions

Template applied. [Undo](#)

**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**:

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 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

or

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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.

**My HONOR SOCIETY** ALPHA LAMBDA DELTA


### 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 alumnus 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 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** **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** X

Link Info Target Advanced

Link Type: URL

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

Browse Server

OK Cancel

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

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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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### Member Message

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\*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),

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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

## Sending an Invitation Reminder (MHS)

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

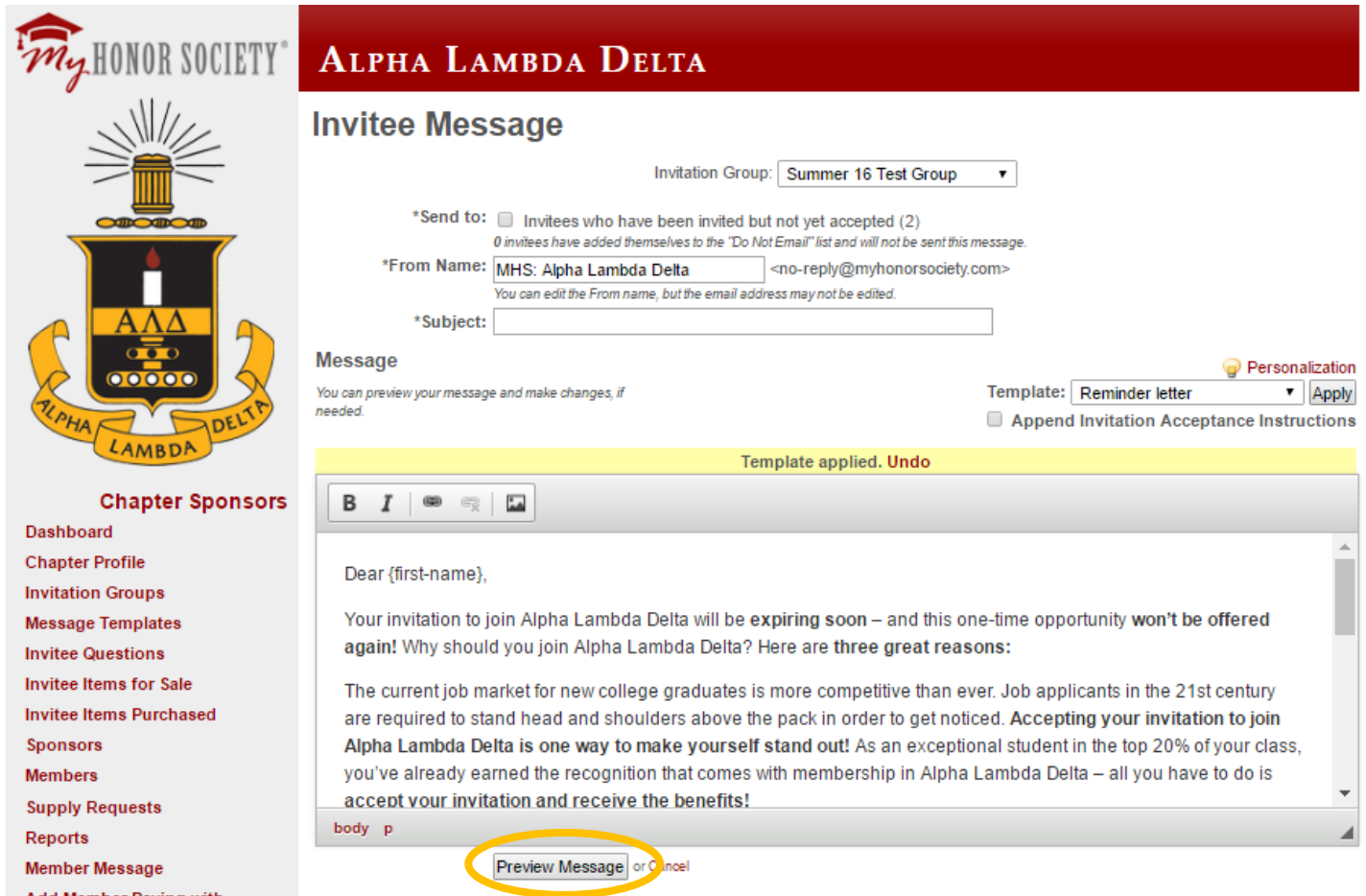
You can adjust the width and height of the picture.

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

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## STEP 8: ONCE COMPLETE, CLICK "PREVIEW MESSAGE"



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### ALPHA LAMBDA DELTA

#### Invitee Message

Invitation Group: Summer 16 Test Group

\*Send to:  Invitees who have been invited but not yet accepted (2)  
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\*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: Reminder letter

Append Invitation Acceptance Instructions

Template applied. Undo

**B I**

Dear {first-name},

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- Reports
- Member Message
- Add Member Profile with

## STEP 9: SEND YOUR MESSAGE