

Sending an Invitation Reminder Message (MHS)

An Alpha Lambda Delta Tutorial

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

myHONOR SOCIETY END IMPERSONATION Irish Lillienbeck

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

STEP 2: CLICK ON THE “INVITEES” TAB, AND THEN OPTIONS BUTTON AND SELECT “SEND MESSAGE TO INVITEES”

CHAPTER SPONSORS

Dashboard

Invitations

Invitation Groups

Invitee Questions

Invitee Items for Sale

Message Templates

Members

Reports

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

Add Invitee Options Queue Invitations for Delivery

Search

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

Showing 1 to 3 of 3 entries

Send Message to Invitees

Queue Invitations for Delivery

Set All SENT

Set All UNSENT

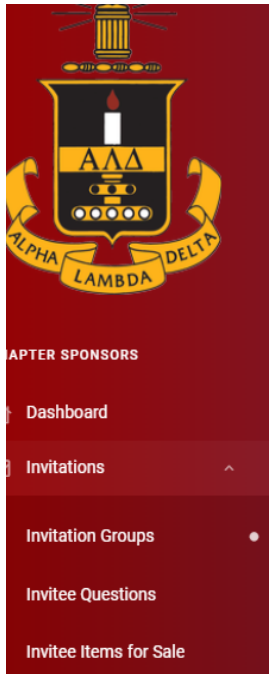
1

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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.



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 Personalization

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

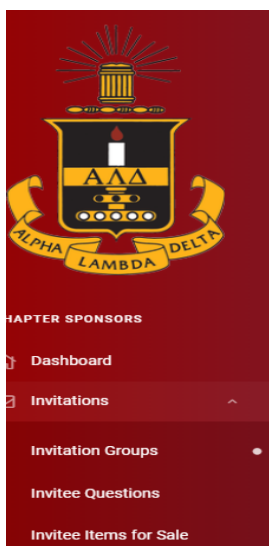
-- Select a template -- Apply

Paragraph **B** *I*

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

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



myHONOR SOCIETY™ END IMPERSONATION Trish Dillenbeck

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 Personalization

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

-- Select a template -- Apply

Paragraph **B** *I*


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 5: ENTER YOUR SUBJECT



CHAPTER SPONSORS

- Dashboard
- Invitations
- Invitation Groups
- Invitee Questions
- Invitee Items for Sale



END IMPERSONATION

Trish Dillenbeck

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

Personalization

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

-- Select a template --

Apply

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

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 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.

The screenshot shows the 'My Honor Society' web interface. On the left is a dark red sidebar with the Alpha Lambda Delta logo and a menu with options: Dashboard, Invitations, Invitation Groups, Invitee Questions, and Invitee Items for Sale. The main content area is titled 'Invitee Message' and includes a dropdown for 'Invitation Group' set to 'Spring 2021 Invitation Tutorial Group 2'. Below this are fields for 'Send to' (checked for 3 invitees), 'From Name' (Alpha Lambda Delta), and 'Subject'. The 'Message Body' section features a rich text editor with a toolbar and a dropdown menu where the 'Select a template' option is highlighted with a yellow circle. A green 'Apply' button is next to the template dropdown. At the bottom, there is a checkbox for 'Include the "Accept Invitation" Button and Instructions' and two buttons: 'Cancel' and 'Preview Message'.

Select A Template:

- 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
- ALD Leads Certified
- Scholarship Email – Stemler & Trow
- PES Reminder – Common Misconceptions
- PES Reminder – Is ALDPES Legit?
- PES Reminder – Last Chance
- ALD Honor Cords
- Reminder Last Chance for New Chapters

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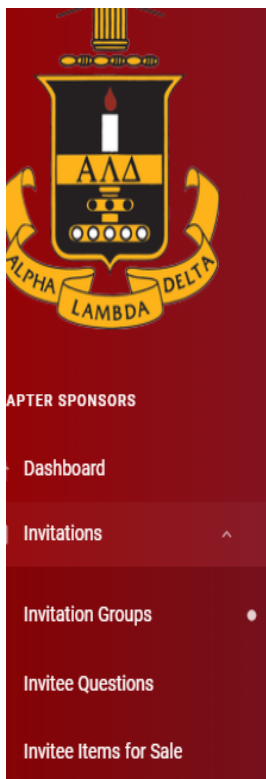
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STEP 7: CUSTOMIZE YOUR MESSAGE

Personalize:

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

- **{name}** - 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)



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.

Invitation Letter

Personalization

Apply

Paragraph **B** *I*

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

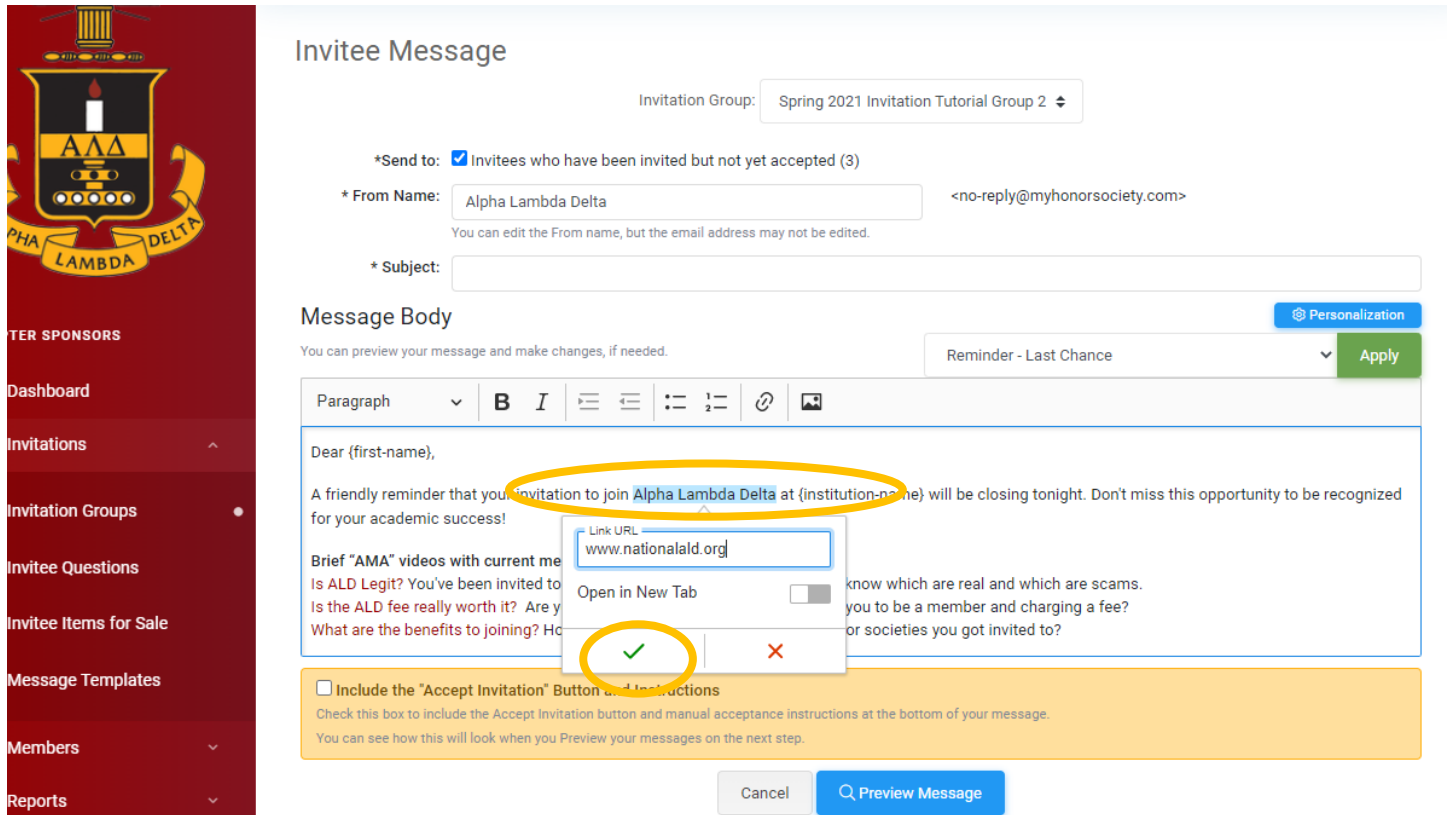
Preview Message

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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 "Invitee Message" creation interface. On the left is a sidebar with the Alpha Lambda Delta logo and navigation options: DASHBOARD SPONSORS, Dashboard, Invitations, Invitation Groups, Invitee Questions, Invitee Items for Sale, Message Templates, Members, and Reports. The main area is titled "Invitee Message" and includes an "Invitation Group" dropdown set to "Spring 2021 Invitation Tutorial Group 2". Below this are fields for "Send to" (checked for "Invitees who have been invited but not yet accepted (3)"), "From Name" (Alpha Lambda Delta), and "Subject". The "Message Body" section features a rich text editor with a toolbar containing Paragraph, Bold, Italic, Bulleted List, Numbered List, Link, and Image icons. The message body text includes a personalized greeting and a reminder about an invitation to join Alpha Lambda Delta. A "Link URL" dialog box is open, showing the URL "www.nationalald.org" and an "Open in New Tab" checkbox. A green checkmark button in the dialog is highlighted with a yellow circle. At the bottom of the message body, there is a checkbox for "Include the 'Accept Invitation' Button and Instructions".


Enter in your URL and click "the green check mark"

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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CHAPTER SPONSORS

- Dashboard
- Invitations
- Invitation Groups
- Invitee Questions
- Invitee Items for Sale
- Message Templates
- Members
- Reports

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

Personalization

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

Reminder - Last Chance

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

Dear {first-name},

A friendly reminder that your invitation to join Alpha Lambda Delta at {institution-name} will be closing tonight. Don't miss this opportunity to be recognized for your academic success!

Brief "AMA" videos with current members:

Is ALD Legit? You've been invited to a bunch of organizations – how do you know which are real and which are scams.
Is the ALD fee really worth it? Are you skeptical of any organization inviting you to be a member and charging a fee?
What are the benefits to joining? How is ALD different from all the other honor societies you got invited to?

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.

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Coldfusion File Explorer - Google Chrome
https://ald.myhonorsociety.com/explorer/index.html?CKEditor=messageHTML&CKEditorFuncNum=1&langCode=en

Directory of /userfiles/

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

	Name	Size	Modified	Attributes
<input type="checkbox"/>	2015-09-07 13.53.08.jpg	204.09 KiB	9/8/2015 1:50:55 PM	
<input type="checkbox"/>	ALD - Officer Application.docx	37.18 KiB	3/20/2014 1:50:08 AM	
<input type="checkbox"/>	ALD - Scholarship Application.docx	37.37 KiB	3/20/2014 1:50:03 AM	
<input type="checkbox"/>	ALD Holiday Ecard 2015.jpg	109.59 KiB	12/17/2015 2:42:49 PM	
<input type="checkbox"/>	ALD March 17th All Members Meeting Minutes.docx	543.48 KiB	3/19/2015 8:54:33 PM	
<input type="checkbox"/>	ALD Meeting Agenda 3-19-14.pptx	209.95 KiB	3/20/2014 1:49:34 AM	
<input type="checkbox"/>	ALD-Sweater-Party-Flyer-[415378].jpg	2.34 MiB	11/30/2015 10:13:34 PM	
<input type="checkbox"/>	ALD ASL Honor Society Initiation Email invite.jpg	143.15 KiB	1/12/2012 10:09:39 PM	
<input type="checkbox"/>	ALDShoeDriveFlyerYear2.docx	320.12 KiB	3/19/2015 9:09:22 PM	
<input type="checkbox"/>	Ashlee.JPG	2.01 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 8: ONCE COMPLETE, CLICK “INCLUDE THE ‘ACCEPT INVITATION’ BUTTON AND INSTRUCTIONS” BOX, AND THEN CLICK “PREVIEW 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 Personalization

You can preview your message and make changes, if needed. Reminder - Last Chance Apply

Paragraph **B** *I* [List Icons] [Link Icon] [Image Icon]

Dear {first-name},

A friendly reminder that your invitation to join Alpha Lambda Delta at {institution-name} will be closing tonight. Don't miss this opportunity to be recognized for your academic success!

Brief "AMA" videos with current members:
Is ALD Legit? You've been invited to a bunch of organizations – how do you know which are real and which are scams.
Is the ALD fee really worth it? Are you skeptical of any organization inviting you to be a member and charging a fee?
What are the benefits to joining? How is ALD different from all the other honor societies you got invited to?

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 message in the next step.

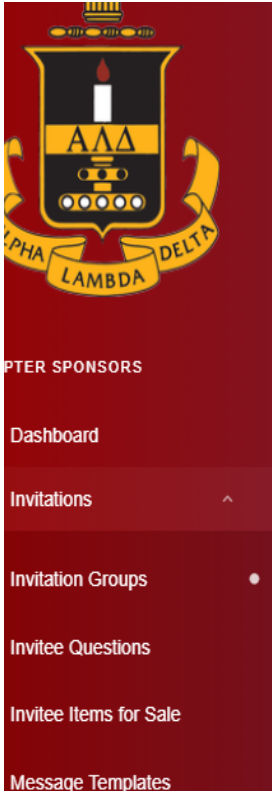
Cancel Preview Message

If sending message to invitees who have not yet accepted, be sure to check the “Include the Accept Invitation Button and instructions” in the yellow box. Otherwise, students will not know how to accept their membership.

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STEP 9: SEND YOUR MESSAGE



Invitee Message Preview

Preview Message to: Sally Jones <sample19@nationalald.org>

From: Alpha Lambda Delta <no-reply@myhonorsociety.com>
To: Sally Jones <sample19@nationalald.org>
Subject: ALD Reminder
Body:



Alpha Lambda Delta




The Honor Society for First-Year Academic Success

Taking You From First Year to Career

Dear Sally,

A friendly reminder that your invitation to join Alpha Lambda Delta at Sri Lanka University will be closing tonight. Don't miss this opportunity to be recognized for your academic success!

what are the benefits to joining? How is ALD different from all the other honor societies you got invited to?



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

[Unsubscribe]

Cancel

Your message will be sent as displayed above.

Caution: This message is not queued, but will be sent as soon as you click the button.