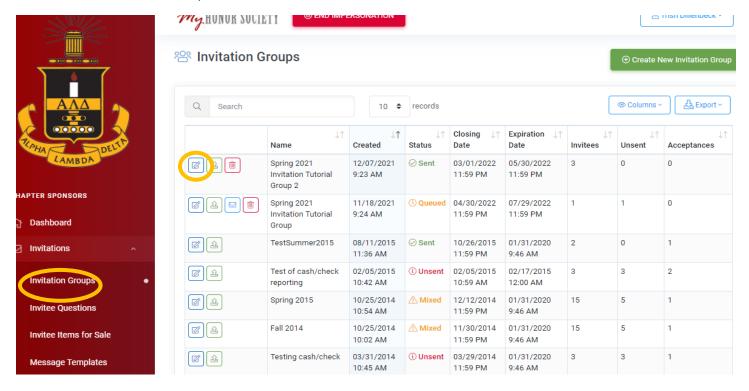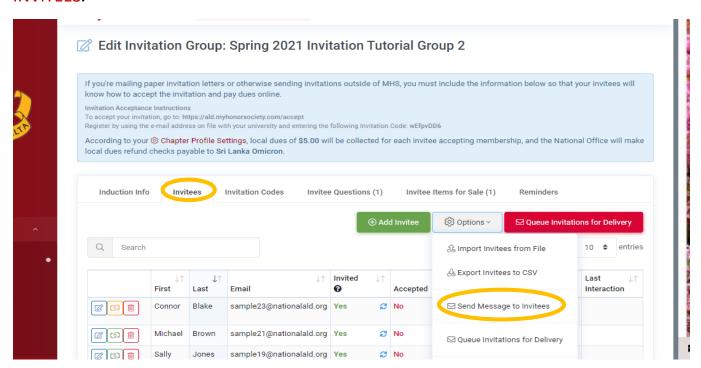# Personalizing Your Messages to Invitees (MHS)
An Alpha Lambda Delta Tutorial

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.
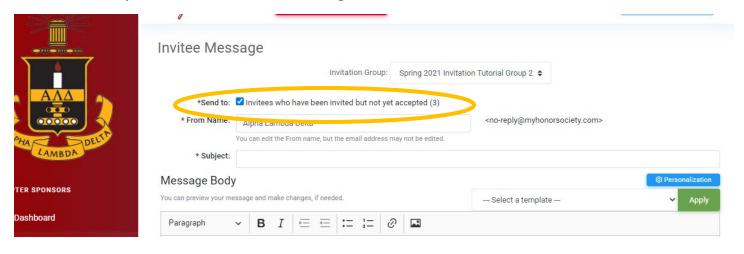

- SELECT THE "INVITEES" TAB, THEN OPTIONS BUTTON AND CLICK "SEND MESSAGE TO INVITEES."

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.

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

STEP 4: ENTER YOUR SUBJECT

STEP 5: SELECT YOUR TEMPLATE AND CLICK "APPLY"

Personalizing Your Messages to Invitees (MHS)
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Message

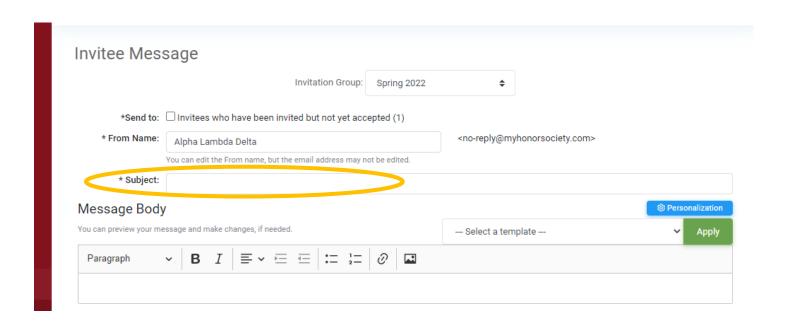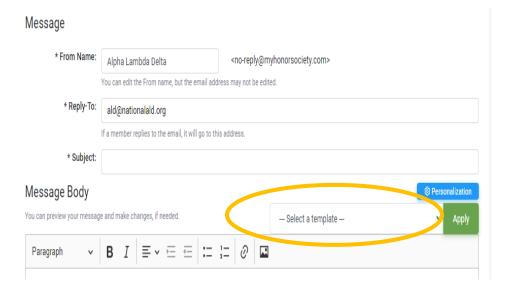*** From Name:** Alpha Lambda Delta <no-reply@myhonorsociety.com>

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

* Reply-To: ald@nationalald.org

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.

Personalization

--- Select a template ---   Apply

Paragraph | **B** *I* | ≡ ⌄ ⠿ ⠿ | ⠿ ⠿ | ⊘ 🖼

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:

Personalizing Your Messages to Invitees (MHS)
An Alpha Lambda Delta Tutorial

Message

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

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

* Reply-To: ald@nationalald.org

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

* Subject:

Message Body

[⚙ Personalization]

You can preview your message and make changes, if needed.   — Select a template —   [Apply]

Paragraph | **B**   *I* | ≡ ▾   ⇥   ⇤ | ⁝≡   ⁝≡ | 🔗   🖼

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]

Hyperlink:

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

Enter in your URL and check the green box.

Insert an Image:

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

* Subject: | ALD Honor Cords

Message Body

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

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

STEP 7: ONCE COMPLETE, CLICK "PREVIEW MESSAGE"

Message Body

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

[⚙ Personalization]

Scholarship Email - Stemler & Trow   ⌄   [Apply]

Paragraph ⌄ | **B** *I* | ≡ ⌄ | ⇥ ⇤ | :≡ ≟ | 🔗 🖼

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

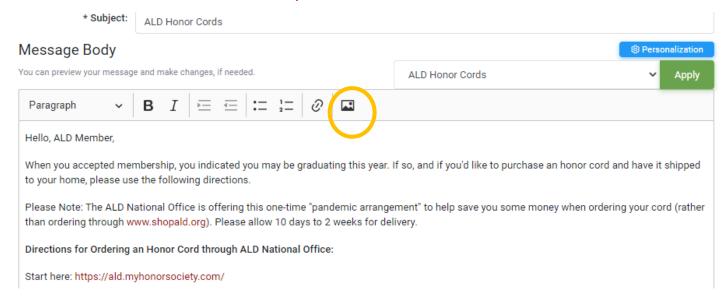Each scholarship application is online along with a practice application in a Word doc to allow you to prepare. The Stemler and Trow scholarships compete on a local chapter level first, then the finalist is forwarded to the ALD Headquarters competition. If you have questions about the local competition,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

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.

Benefits of ALD

Why to Join Video

Student Testimonials

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

[Unsubscribe]

Attachments: (No att...

↺ Return to Editing   ✉ Send Message to 25 Members