

VISITOR HOST ADDING VISITORS & SENDING EMAILS QUICK START GUIDE

HOW TO ENTER CHAPTER A VISITOR

Operations>Chapter>Manage
Visitors>Add Visitor>Add
Information>Submit

Or

1. Operations
2. Chapter
3. Manage Visitors
4. Add Visitor
5. Add Information
6. Submit

EMAIL TO CHAPTER VISITORS

Operations>Chapter>Create Email> Add
Dates>Next>Copy and Paste to an Email

Or

1. Operations
2. Chapter
3. Create Email
4. Email Chapter Visitors
5. Add Dates (Top of Page)
6. Should you want to start over
press Reset at the bottom of the
screen.
6. If everything is the way you want
it click Next (lower Right Corner)
7. Copy & Paste email address to an
Email

EMAIL VISITOR CHAPTER INVITATION

Operations>Chapter>Create Email>
Email Visitor Invitation>Add
Information>Send

Or

1. Operations
2. Chapter
3. Create Email
4. Email Visitor Invitation
5. Add Information
6. Send