

# Creating Your Invitation Group (MHS)

An Alpha Lambda Delta Tutorial

## STEP 1: SIGN INTO MHS AND CLICK ON "INVITATION GROUPS" (LEFT NAVIGATION BAR)

**ALPHA LAMBDA DELTA**

You are now impersonating Trish Dillenbeck.

### Sri Lanka Omicron Chapter Dashboard

**Notifications** Dismiss All Notifications

Invitations recently queued for the group **Spring 2020 Tutorial Group** were dequeued by the National Office. 3 invitation(s) remain unspent. You can re-queue the invitations if necessary. 8/6/2019 12:35 PM

**Upcoming Invitations** New Invitation Group...

Group Name	Invitees	Send Status	Accepted to Date	Accepted w/ Dues Waived <sup>1</sup>	Group Closing Date	Induction Date	Invitation Expiration Date
Spring 2020 Tutorial Group	4	Mixed	0	0	5/1/2020 11:59 PM	5/22/2020	

<sup>1</sup>After the invitation period closes, you'll be required to pay the National Dues for this student by either a) using a credit card or b) giving the National Office permission to deduct these National Dues from your next Chapter Dues Reimbursement check.

### Invitee Items Pending Fulfillment

This table lists invitee item purchases that require shipping and have not yet been marked fulfilled. Click the  to mark the item as fulfilled and hide it from the dashboard. You can always view your complete history on the [Invitee Items Purchased](#) page. Mark All Fulfilled

Date	Item	Qty	Ship To
(Nothing to display)			

Sponsor User Manual: <http://www.nationalald.org/mhsguides>

## STEP 2: CLICK "CREATE NEW INVITATION GROUP"

HOME MY ACCOUNT Logged in as: Cathy Gibbons (Alpha Lambda Delta) | Logout  
Impersonating: Trish Dillenbeck (Sri Lanka Omicron) | Return to Admin

### Invitation Groups

Column visibility Display 10 records per page Quick Filter:

Name	Created	Status	Group Closing Date	Invitation Expiration Date	Invitees	Unsent	Acceptances
Spring 2020 Tutorial Group	8/6/2019 10:40 AM	Mixed	5/1/2020 11:59 PM		4	1	0
Spring 2019	2/1/2019 2:47 PM	Unsent	3/25/2019 11:59 PM		0	0	0
Testing CC payment issues	1/22/2019 1:31 PM	Unsent	2/28/2019 11:59 PM		1	1	0
test test test	1/3/2018 2:04 PM	Mixed	3/16/2018 11:59 PM		3	0	0
Test Summer 17	8/14/2017 9:34 AM	Mixed	9/15/2017 11:59 PM		1	0	0
Test group 2017	1/24/2017 11:42 AM	Mixed	4/1/2017 11:59 PM		5	0	0
Test Student ID	12/1/2016 11:11 AM	Unsent	11/30/2016 11:59 PM		1	1	0
Summer 16 Test Group	7/12/2016 9:00 AM	Mixed	9/1/2016 11:59 PM		2	0	0
test with susan	1/26/2016 1:20 PM	Mixed	4/24/2016 11:59 PM		30	1	0
Spring 2016 Tutorial Group	12/21/2015 11:38 AM	Mixed	5/1/2015 11:59 PM		4	0	0

Showing 1 to 10 of 25 records

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

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### STEP 3: CREATE THE FOUNDATION FOR YOUR INVITATION GROUP

ald.myhonorsociety.com/sponsor/prospective-group-new.cfm



### New Invitation Group

Notice: If you're only sending a reminder message to an existing group of invitees, DO NOT CREATE A NEW INVITATION GROUP and use the 'Send Message to Invitees' link to send your reminders.

Enter some basic information to create a new invitation group. After the record is created, you can proceed to edit details and im

\*Name:

\*Group Closing Date:

\*Induction Date:

Invitation Expiration Date:

\*Waiver Payment Method:

**NAME:** Create the name for your group. Be sure it's specific (we recommend labeling with the semester).

**GROUP CLOSING DATE:** Select the date and time your invitations will expire. Please allow the National Office at least TWO weeks to print and ship your certificates. Certificates will not be printed until after this date.

**INDUCTION DATE:** Type your induction date here.

**INVITATION EXPIRATION DATE:** Invitations will expire in 300 days.

**WAIVER PAYMENT METHOD:** Indicate how you will pay for students receiving a 'waiver' – either 'Deduct' from local dues or by 'Credit Card' after invitations close.

### Invitation

This is what invitees will receive in the initial invitation email.

Dear {first-name},

Congratulations! On behalf of Alpha Lambda Delta National Honor Society at {institution-name}, we would like to congratulate your achievement. Alpha Lambda Delta was founded in 1924 to recognize the high academic achievement of first-year students across the United States. You meet Alpha Lambda Delta's high eligibility requirements: 3.5 GPA or higher student.

Lifetime membership in Alpha Lambda Delta is a one-time cost of {dues}. This includes the national dues and support national scholarships and leadership development projects our chapter hosts on campus.

**INVITATION:** Create your initial invitation email here. You may select a template to edit or create your own message. The system will default to our main invitation template. To use a template, select the template and click "Apply"

### Welcome Message

This is what invitees will receive after they have accepted an invitation and paid dues.

Dear {first-name},

Welcome to Alpha Lambda Delta at {institution-name}!

Your induction ceremony will take place on {induction-date} at TIME AND LOCATION. ADD ANY SPECIAL INSTRUCTIONS, ARRIVE, INVITE FAMILY, WHAT TO EXPECT, ETC.

OPTIONAL SOCIAL MEDIA PARAGRAPH:  
Please follow our chapter on social media to be in the loop on programs and events (not to mention make new friends)  
Facebook: INSERT LINK

**WELCOME MESSAGE:** Create a welcome message invitees will receive after they accept membership and pay dues. You may select a template to edit or create your own message.

Create Invitation Group

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You can personalize messages by adding variables that take on values specific to the recipient. The default template includes many of these personalizations.

The screenshot shows the MHS invitation creation interface. At the top, the 'Invitation Expiration Date' is set to 02/25/2021 at 11:59 PM UTC-05:00 (EST). A 'Personalizing Messages' dialog box is open, listing variables for personalization: {name}, {first-name}, {last-name}, {email}, {chapter-name}, {institution-name}, {chapter-website}, {invitation-code}, {closing-date}, {induction-date}, {expiration-date}, and {dues}. A note states: '\* Not a required field; it may be blank. Plan usage accordingly.' Below the list, it says: '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. 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.' The dialog box has an 'OK' button. In the background, the 'Create Invitation Group' button is circled in yellow. On the right side of the interface, a 'Personalization' tab is highlighted with a green box and labeled 'Click "Personalization Tab"'. Another 'Personalization' tab is circled in yellow on the right side of the interface.

Once finished, click "Create Invitation Group"

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### STEP 4: DOUBLE CHECK YOUR INVITATION GROUP INFORMATION (“INDUCTION INFO”)

#### Edit Invitation Group: Spring 2020 Tutorial Group 2

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 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 you're mailing paper invitations).

*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: **rje9NYeW**

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

**Induction Info** | Invitees | Invitation Codes | Invitee Questions (4) | Invitee Items for Sale (3) | Reminders

**INVITATION CODE:** Take note of your invitation code.

**DUES:** National dues are \$25.00 per student. Your local dues will be listed. If the amount for your local dues is incorrect, be sure to change this on your “Chapter Profile”.

**VERIFY YOUR INFORMATION!**

**LAST BUT NOT LEAST... PROOF-READ YOUR MESSAGES.** If you need additional assistance personalizing your messages, please see the “Personalizing Your Message” Guide.

ID: 2146  
Chapter ID: 2  
Created: 8/21/2019

\*Name:   
Enter a friendly name to help you identify the group, like "Spring 2020"

\*Group Closing Date:     UTC-04:00 (EDT)  
Once the Group Closing Date passes, the National Office will print certificates and mail induction materials for your group. Invitees may still accept your invitation after the Group Closing Date, but may incur a late fee and risk not having induction materials delivered on time.

\*Induction Date:   
The date of your induction ceremony for this group. The Group Closing Date must be at least 10 day(s) prior to the Induction Date.

Invitation Expiration Date:     UTC-05:00 (EST)  
No invitations may be accepted after the Invitation Expiration Date. You may leave this blank to have your invitations never expire.

Email From Name:  <no-reply@myhonorsociety.com>  
Invitations and Welcome Messages will appear "from" the name you enter here. You may edit the name, but the email address may not be edited.

**Invitation**  
This is what invitees will receive in the initial invitation email AND in any reminder emails.

Template:

**B I** |

Dear {first-name},

**Congratulations!** On behalf of Alpha Lambda Delta National Honor Society at {institution-name}, we would like to congratulate you on your academic achievement. Alpha Lambda Delta was founded in 1924 to recognize the high academic achievement of first-year college stu

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### STEP 5: CLICK ON "INVITEES TAB" TO "IMPORT INVITEES FROM FILE"

**My HONOR SOCIETY**  
**ALPHA LAMBDA DELTA**

### Edit Invitation Group: Spring 2020 Tutorial Group 2

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: rje9NYeW

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 | Invitee Questions (4) | Invitee Items for Sale (3) | Reminders

Display 10 records per page

First	Last	Email	Invited	Accepted	Bypass Code	Sent Email?	Last Interaction
No records to display							

Showing 0 records

Queue Invitations for Delivery

**Import Invitees from File** | Export Invitees to CSV | Send Message to Invitees

### STEP 6: SELECT YOUR INVITATION GROUP, CLICK "CHOOSE FILE" TO SELECT YOUR LIST, AND THEN CLICK "UPLOAD" TO IMPORT YOUR INVITEES. Be sure your list is formatted in excel.

Click "Choose File" and Select Your File in the Pop-Up Window

## Import Invitees

Import Into Group:

File:  No file chosen

Supported file types: Delimited or Fixed-Width text (\*.csv; \*.txt); Microsoft Excel (\*.xls; \*.xlsx)

**NOTE: When uploading your list, please be sure all formatting (borders, shading, font color, etc) is all cleared. A list with cell formatting may hinder your ability to upload to MHS.**

# Creating Your Invitation Group (MHS)

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### Import Invitees

Import Into Group: Spring 2020 Tutorial Group

File: Choose File No file chosen Upload

Supported file types: Delimited or Fixed-Width text (\*.csv, \*.txt); Microsoft Excel (\*.xls, \*.xlsx). Size limit: 1MB

Open

Publications > MHS Guides > Cathy Done

Search Cathy Done

Organize New folder

Name	Date modified	Type	Size
Spring 2020 Sample Invitation List	8/6/2019 11:28 AM	Microsoft Excel W...	10 KB

Click **“Upload”** (File name will appear. Document must be **.CSV**, **.TXT**, **.XLS**, or **.XLSX**)

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### Import Invitees

Import Into Group: Spring 2020 Tutorial Group 2

File: Choose File Spring 2020 ...roup 2.xlsx Upload

Supported file types: Delimited or Fixed-Width text (\*.csv, \*.txt); Microsoft Excel (\*.xls, \*.xlsx). Size limit: 1MB

## STEP 7: IMPORT YOUR INVITEES

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### Import Invitees

Import Into Group: Spring 2020 Tutorial Group 3

File: Spring 2020 Sample Invitation Group 22.xlsx Cancel and Start Over

File Type: Microsoft Excel

\*Sheet: Sheet1

\*Start Import at Row: 2

Data Preview:  
Based on the settings above, here is how the first 10 rows of your data have been parsed. Use the select boxes to designate which columns represent First Name, Last Name and Email values.

First Name	Last Name	Email	Don't Import
Sally	Stone	sample17@nationalald.org	Red
Michael	Marks	sample16@nationalald.org	Blue
Connor	Campbell	sample15@nationalald.org	Green
Susan	Miles	sample14@nationalald.org	Pink

Showing 2 to 5 of 5 total rows

**Ready**

Ready to begin the import process.

Import Records

4 records will be imported

Chapter Sponsors

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

## Creating Your Invitation Group (MHS)

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#### Select the “Sheet” and “Start Import at Row”

Note: If you used a header row in your spreadsheet (labeling each column), start at Row 2. If you just have the student data and no headers, start at Row 1. The sample used headers.

File Type: Microsoft Excel  
\*Sheet: Sheet1 ▼  
\*Start Import at Row: 2

#### Select The Columns to Upload. You must have **First Name**, **Last Name**, and **Email**. If you have additional items, be sure to click “Don’t Import” (sample below: favorite colors)

##### Data Preview:

Based on the settings above, here is how the first 10 rows of your data have been parsed. Use the select boxes to designate which columns represent First Name, Last Name and Email values.

First Name ▼	Last Name ▼	Email ▼	Don't Import ▼
Sally	Brown	sample1@nationalald.org	Red
Michael	Jones	sample2@nationalald.org	Blue
Connor	Davis	sample3@nationalald.org	Green

Showing 2 to 4 of 4 total rows

#### Once completed, select “Import Records.”

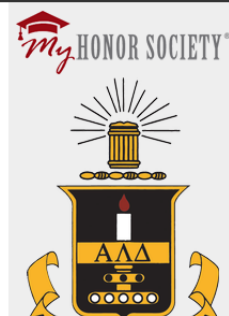
Ready to begin the import process.

Import Records

3 records will be imported

## STEP 8: CHECK IMPORT STATUS

Here is where you verify the list properly uploaded. You can import additional files from here, if needed. **If all rows imported successfully, your group has been uploaded!** Click “View the Imported Prospectives” to move to the next screen.



### ALPHA LAMBDA DELTA

#### Import Invitees

Import Into Group: Spring 2020 Tutorial Group 3 ▼

File: Spring 2020 Sample Invitation Group 22.xlsx

Import Status

Imported 4 rows successfully (0 rows skipped).

Import another file | View Imported Prospectives

## STEP 9: VIEW YOUR INVITEE LIST

Your invitee list should look similar to what is below. You can see (in the column circled) the invitations have not yet been sent. Your next step is to send the invitation!

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### Chapter Sponsors

Dashboard

Dashboard

Invitations

Invitation Groups

Invitee Questions

Invitee Items for Sale

Message Templates

## ALPHA LAMBDA DELTA

### Edit Invitation Group: Spring 2020 Tutorial Group 4

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: 2zQdxP2D

According to your Chapter Profile, local dues of \$65.00 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 | Invitee Questions (0) | Invitee Items for Sale (1) | Reminders

Display 10 records per page

Quick Filter:

	First	Last	Email	Invited	Accepted	Bypass Code	Unsubscribed?	Last Interaction
	sally	brown	sample11@nationalald.org	N <input type="checkbox"/>	N		No	

Showing 1 to 1 of 1 records

Navigation icons

Queue Invitations for Delivery

Import Invitees from File | Export Invitees to CSV | Send Message to Invitees

## STEP 10: SEND THE INVITATION! i.e.: "Queue Invitations for Delivery"

If the list looks good to you, click "Queue Invitations for Delivery." Note, if you want to send a reminder email or an update email to invitees in the future, you can do so on the "Send Message to Invitees" link, just right of the "Export Invitees to CSV" link.



### Chapter Sponsors

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Dashboard

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Invitee Items for Sale

Message Templates

Members

Members

Send Member Message

Honorary Member Requests

## ALPHA LAMBDA DELTA

### Edit Invitation Group: Spring 2020 Tutorial Group 3

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: KmgQK3Rr

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 | Invitee Questions (4) | Invitee Items for Sale (3) | Reminders

Display 10 records per page

Quick Filter:

	First	Last	Email	Invited	Accepted	Bypass Code	Sent Email?	Last Interaction
	Connor	Campbell	sample15@nationalald.org	N <input type="checkbox"/>	N		Y	
	Michael	Marks	sample16@nationalald.org	N <input type="checkbox"/>	N		Y	
	Susan	Miles	sample14@nationalald.org	N <input type="checkbox"/>	N		Y	
	Sally	Stone	sample17@nationalald.org	N <input type="checkbox"/>	N		Y	

Showing 1 to 4 of 4 records

Navigation icons

Queue Invitations for Delivery

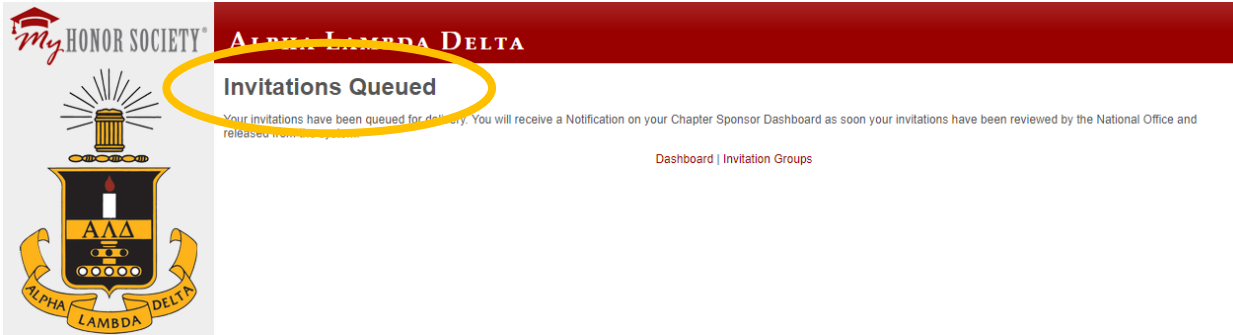
Import Invitees from File | Export Invitees to CSV | Send Message to Invitees



## Creating Your Invitation Group (MHS)

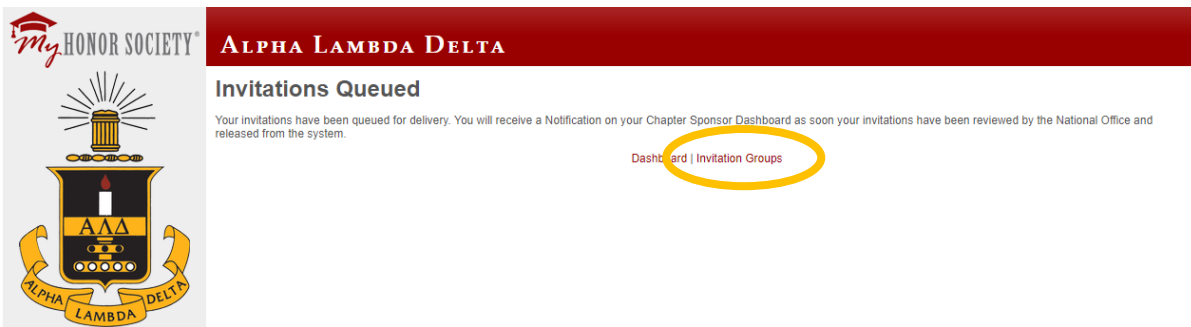
*An Alpha Lambda Delta Tutorial*

**CONGRATULATIONS! YOU SENT YOUR INVITATION TO THE NATIONAL OFFICE!!! IT WILL BE RELEASED TO YOUR INVITEES WITHIN 24 HOURS.**



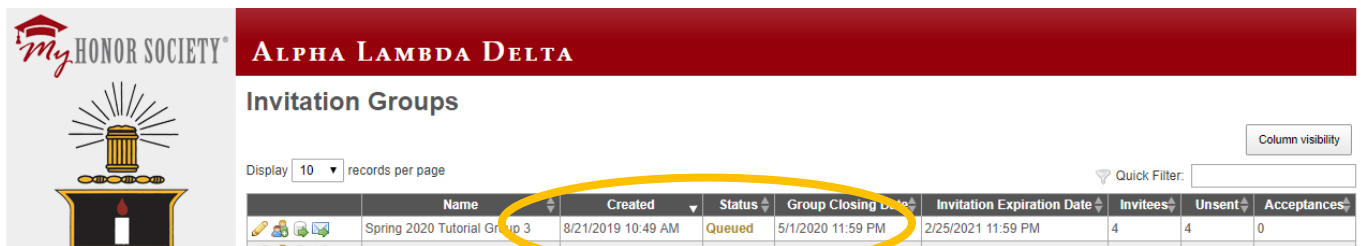
The screenshot shows the Alpha Lambda Delta dashboard. On the left is the organization's logo. The main header is red with the text 'ALPHA LAMBDA DELTA'. Below the header, the text 'Invitations Queued' is circled in yellow. A message below states: 'Your invitations have been queued for delivery. You will receive a Notification on your Chapter Sponsor Dashboard as soon your invitations have been reviewed by the National Office and released from the system.' At the bottom, there is a navigation link 'Dashboard | Invitation Groups'.

**IF YOU WANT TO DOUBLE-CHECK, CLICK "INVITATION GROUPS"**



This screenshot is similar to the previous one, but the navigation link 'Dashboard | Invitation Groups' at the bottom is circled in yellow.

**SELECT YOUR INVITATION GROUP (CLICK THE PENCIL)**



The screenshot shows the 'Invitation Groups' page. It features a table with the following data:

Name	Created	Status	Group Closing Date	Invitation Expiration Date	Invitees	Unsent	Acceptances
Spring 2020 Tutorial Group 3	8/21/2019 10:49 AM	Queued	5/1/2020 11:59 PM	2/25/2021 11:59 PM	4	4	0

The 'Spring 2020 Tutorial Group 3' row is circled in yellow. Above the table, there is a 'Display 10 records per page' dropdown and a 'Quick Filter' input field. A 'Column visibility' button is also present.

**CLICK ON THE "INVITEES" TAB. YOU WILL SEE THE "INVITED" COLUMN SAYS "Y" (YES)**

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Members

Members

Send Member Message

## ALPHA LAMBDA DELTA

### Edit Invitation Group: Spring 2020 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 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: J6pb4rCp

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 | **Invitees** | Invitation Codes | Invitee Questions (4) | Invitee Items for Sale (3) | Reminders

Display 10 records per page

Quick Filter:

	First	Last	Email	Invited	Accepted	Bypass Code	Sent Email?	Last Interaction
	Sally	Brown	sample11@nationalald.org	Y <input checked="" type="checkbox"/>	N	Ghdpzuen\$0 (remove code)	Y	
	Connor	Davis	sample13@nationalald.org	Y <input checked="" type="checkbox"/>	N	Qycmeexa%5 (remove code)	Y	
	Michael	Jones	sample12@nationalald.org	Y <input checked="" type="checkbox"/>	N		Y	

Send All SENT | Send All UNSENT | Add Invitee...

Showing 1 to 3 of 3 records

Navigation icons

Queue Invitations for Delivery

Import Invitees from File | Export Invitees to CSV | Send Message to Invitees