



## How to Invite Requesters to an Event

First follow instructions to [Create an Event](#)

On left hand menu, click on **Events**

Double Click on the Event Name or Title that you would like to invite people to.

Click below the Event Title on the middle option, **Invited Requesters**

Click on **+Requesters**

The screenshot shows the 'Local Conference 9 year plan' event page in the Inquiry Management System. The left sidebar contains navigation options: Inquiries, Requesters, Events (highlighted), Resources, Emails, and Contacts. The main content area has tabs for General, Invited Requesters (selected), Invited Resources, and Documents. Below the tabs, there is a '+ Requesters' button with a refresh icon, and a table with columns for Requester, IDN (Requester), and Bal. A red arrow points to the '+ Requesters' button.

If desired, use [Search](#) or [Filter](#) to narrow the choices of Requesters to invite (from a given area, time range, etc.)



Click on a Checkbox or multiple Checkboxes to the left of the desired Requesters' names.

<input type="checkbox"/>	IDN	Baha'i ID	Full Name	Requester Type	First Name	Nickname
<input checked="" type="checkbox"/>	RQS#0000859	---	Richard Br...	Seeker	Richard	---
<input checked="" type="checkbox"/>	RQS#0000857	---	Danla Smi...	Seeker	Danla	---
<input type="checkbox"/>	RQS#0000853	---	Viktoriiia 1 ...	Registrant	Viktoriiia	---
<input checked="" type="checkbox"/>	RQS#0000852	---	Ledasha A...	Registrant	Ledasha	Ash
<input checked="" type="checkbox"/>	RQS#0000851	---	Denise Me...	Seeker	Denise	---
<input type="checkbox"/>	RQS#0000850	---	Ledasha ...	Seeker	Ledasha	---
<input type="checkbox"/>	RQS#0000849	---	Gayle Spar...	Seeker	Gayle	---
<input type="checkbox"/>	RQS#0000848	---	Ladasha P...	General	Ladasha	---
<input type="checkbox"/>	RQS#0000847	---	Ooen Dat...	General	Ooen	---

1 - 50 of 277 (4 selected)

Keep the window open to continue Event Invitation

**Invite Selected** Cancel

If a Requester is "Inactive," already invited to an Event, "or does not have an email address," they will not be listed as a choice to select.

Click below the names on **Invite Selected**  
Click the **X** on the top of the pop-up window to close it.  
You will now see the Invited Requester/s on the list of Invited Requesters  
You must then click on the 3 Vertical Dots and then Email Requesters or Email Resources  
Compose your email and Send or Save as a Draft

Invited Resources More

 Mark All Attended

 Mark All Not Attended



 Edit Columns

▼ IDN (Requester) ▼

Baha'i ID (Requester) ▼

 Email Requesters

... (Requester) ▼

1... [RQS#0010523](#)

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Seeker

Kortney