

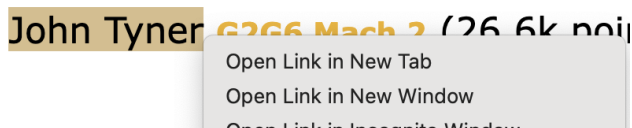
How To Do the Elven Greetings - step by step

1. Find a new "Sign me up" message in the [Elves Wanted G2G post](#) (always refresh your screen to make sure you are absolutely looking at the most recent up to date version - CTRL + F5 on Windows, or SHIFT + CMD + R on Mac)

Sign me up please!

answered **1 day** ago by John Tyner

2. Click **comment** to welcome them in the G2G post - this gives them quick feedback - AND - tells your fellow Lead Elves that you are handling this one
3. Open up the [Secret Santa Spreadsheet](#) and enter their name in the ELVES tab
4. Back in the G2G post window, Right-Click on their name to open up the link in a new tab/window



5. This takes you to their User page - but to get to their Profile page to send a message you need to click on the WikiTree Profile link at the top (with their WikiTree ID underlined)

User John Tyner



WikiTree Profile: [Tyner-799](#)
Account confirmed 21 May 2021

6. Now at their Profile page, copy their ID, and paste it into the Spreadsheet

John Tyner [Copy ID](#)

Profile Page - click button to Copy ID:

Spreadsheet entry:

Elf 16	John Tyner	Tyner-799	Greg
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(while you're in the spreadsheet - also enter your own name in the next column)

7. Back to their Profile Page - scroll down to the Profile manager box, and click the link to [send private message]

Profile manager: John Tyner [\[send private message\]](#)
Tyner-799 created 21 May 2021 | Last modified 11 Dec 2022 |

8. Edit the Subject Line

Subject Line for Email Message:

Please edit this so it is informative.

Welcome Elf John!

9. Put the first name in the Message field

Message to John:

John

(we'll come back to this very shortly - promise!)

10. Flip quickly to the [Elf Central free space page](#), and click the link to jump down to the Elven Greeting

11. Copy the BODY message text starting with the !, and ending with the signature line

BODY: <NAME>! Welcome to the Secret Santa Society of Super Special Elves! We are so happy that you decided to join us this year to help out your fellow WikiTreers during this holiday season.

The Secret Santa Challenge kicks off with a Zoom meeting for all Elves on Saturday December 24th at 10am, Eastern Time (that's 3pm or 1500h UTC time). The link to the Zoom meeting is <https://wikitree.zoom.us/j/82509391912>. It would be GREAT if you could attend ... and ... if you wanted to wear some elf apparel, that's optional, but fun (we might try and take a group photo, for those that aren't camera-shy).

The Free Space page where all the Wishes are listed is https://www.wikitree.com/wiki/Space:WikiTree_Secret_Santa_2022, and it will grow as the wishes continue to come in, until Dec 24th. During our Zoom meeting you can choose your first one (or two) wishes to fulfill, and we'll talk about some other nitty gritty. If you can't make the meeting, that's OK, we'll post the link to it in the #secret-santa Discord channel - which - by the way - here is the invite to: <https://discord.gg/BuR8ZCzD4M> (click on that link, and you will be automatically invited to join! Cool, right?)

Please let me know if you need help getting setup in Discord, if this is your first time using it.

Looking forward to working with you on this fun challenge!

- Lead Elves, Christine, Kathy and Greg.

12. Flip back to the Send a Private Message screen, and right beside the first name in the Message box - PASTE the text you just copied from Elf Central

Message to John:

John! Welcome to the Secret Santa Society of Super Special Elves! We are so happy that you decided to join us this year to help out your fellow WikiTreers during this holiday season.

The Secret Santa Challenge kicks off with a Zoom meeting for all Elves on Saturday December 24th at 10am, Eastern Time (that's 3pm or 1500h UTC time). The link to the Zoom meeting is <https://wikitree.zoom.us/j/82509391912>. It would be GREAT if you could attend ... and ... if you wanted to wear some elf apparel, that's optional, but fun (we might try and take a group photo, for those that aren't camera-shy).

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13. Complete the skill-testing question and SEND the message.

14. YOU ARE DONE ! That wasn't so bad now, was it ?