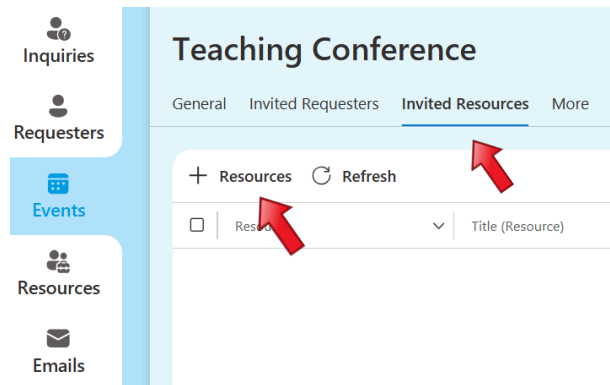




How to Invite Resources to an Event

1. First follow instructions to [Create an Event](#)
2. On left hand menu, click on **Events**
3. Double Click on the Event Name or Title that you would like to invite people to.
4. Click below the Event Title on the Right option, **Invited Resources**



5. Click on **+Resources**
6. If desired use [Search](#) or [Filter](#) to narrow the choices of Resources to invite (from a given area, time range, etc.) (For pictures, see “Inviting Requesters”)
7. Click on a Checkbox or multiple Checkboxes to the left of the desired Requesters' names.



Invite Resources

Inactive Resources and those already added to the Event

 Edit Columns 

☐	Roles	Full Name
☒	Cluster Seeker Response Coor...	Tod Rutste
☒	Sub-Regional Seeker Respons...	Mr Anas H
☐	Cluster Seeker Response Coor...	Mahin Para
☒	Sub-Regional Seeker Respons...	Ms Carolyn
☐	Sub-Regional Seeker Respons...	Linda Lyerl
☒	Cluster Seeker Response Coor...	Sorlah Anv
☐	Cluster Seeker Response Coor...	Jeffrey Cho
☐	Cluster Seeker Response Coor...	Kenneth Cl

1 - 100 of 268 4 selected

☒ Keep window open to continue adding participants

Show: 100 < 1 2 3 >

Add Selected

Cancel

- Click below the names on **AddSelected**
- Click the **X** on the top of the pop-up window to close it
- You will now see the Invited Resource/s on the list of Invited Resources

If a Resource 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  now 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 Resource/s on the list of Invited Resources.
You must then click Email Resources or 3 Vertical Dots and then Email Resources.
Compose your email and Send or Save as a Draft

Mark All Not Attended

Email Resources

Edit Columns

Filters

Title (Resource)

First Name (Resource)

Middle Name (Resource)

i2)

Nicole
