How to Assign a Blueprint

Now that you have built a Blueprint, you can utilize it over and over to schedule that sequence of goals, meetings, and tasks, eliminating the need to rebuild it in your calendar every single time.

Whether you are scheduling events such as a company orientation for new employees, or adding additional sales enablement bootcamps to the calendar, use **Assign** to create a new **Group** or cohort based on the start date, adding all assignees to each meeting, and integrate tasks into their personal Google or Microsoft 365 tasks lists.

## In this article:

Step 1: Add team member(s) and start date

When you're satisfied with the Goals, Events and Tasks you've entered into your Blueprint, click on the green **Assign** button on the top right of the screen to get started.
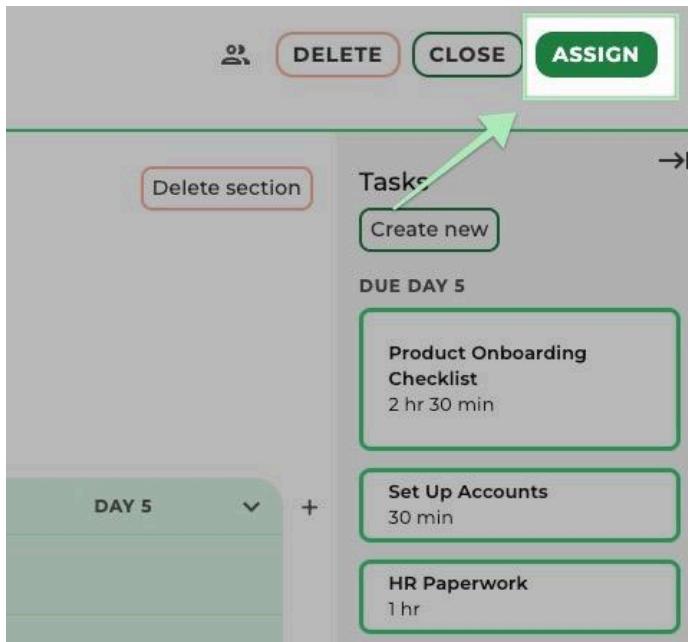
In the next modal, you'll be three easy steps away from automating your workflow:
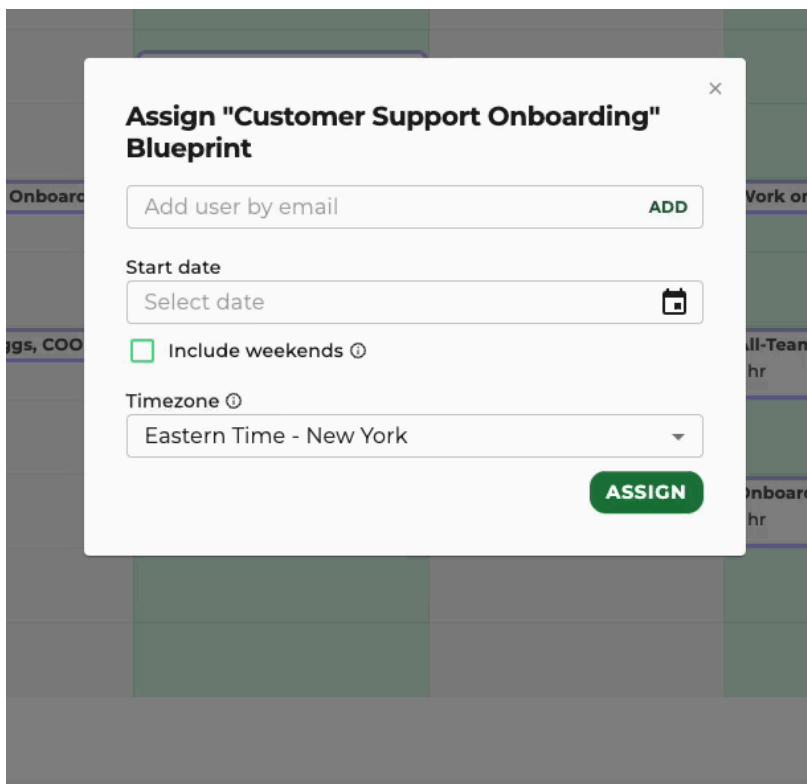
Instructions:

1. Enter the email address(es) of your assignee(s) into the proper field and take care to click **ADD** after each entry to make sure they are captured.

2. Choose a future Start Date from the calendar. Weekends are disabled by default, but you have the option to check the **Include weekends** box if needed.

3. Select the **Time Zone** in which you want your Events (meetings) to be scheduled.

That was easy! ✅

Step 2: Click Assign and you're all set!

Once you click the Assign button, you will see a success message confirming the assignee(s) that will receive your invitations to the Events and Tasks in your Blueprint and the start date.

Congratulations! You've just streamlined your workflow and saved precious time by cleverly automating the repetitive tasks involved in scheduling sequences of events for your team. 🎉

What Happens Next?

Your assignee(s) will receive a welcome email (from hello@allboarder.com) inviting them to sign into our platform to view their personalized plan in their [My plan](#) area.
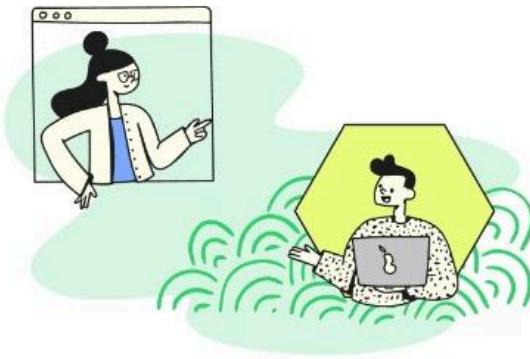
Your company uses Allboarder for new employee onboarding, training and more.

Sign in with your business email to view your personalized plan with goals. Signing in now will also allow Allboarder to automagically add plan events & tasks to your google calendar.

Sign in

By signing in with Google or Microsoft 365 single sign-on, Allboarder will automatically generate the permissions needed to add plan events and tasks to your assignee's calendar(s).

In addition, your assignee's inbox(es) should be populated with all of the Events (meetings) you scheduled for them in the Blueprint, which they can accept or decline as necessary.

Although Allboarder automates the process of sending these invitations, they will still originate from Google or Microsoft 365, maintaining the same familiar source.

💡 Helpful Tips

- Do you need to replicate a Blueprint for any reason? You got it! Just visit the [Blueprint Library](#) and click on the double square icon in the Actions of the Blueprint you wish to make a copy of ([see how](#)).

Related Articles:

[Getting Started with Allboarder](#)
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[Group Management](#)
[My Plan](#)