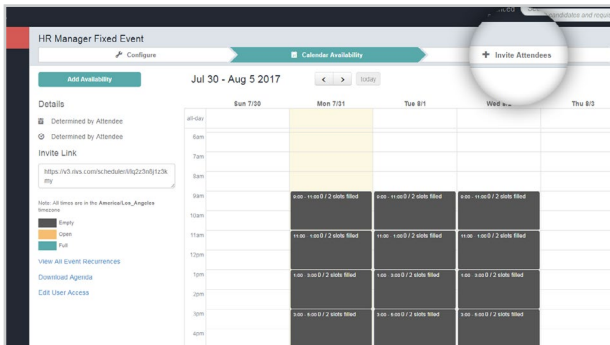


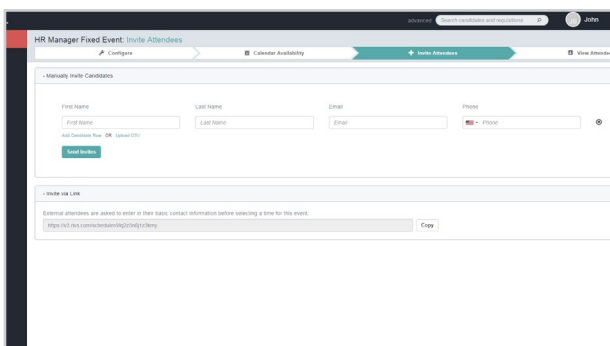


INVITING ATTENDEES TO A FIXED EVENT

This guide will cover the process of inviting an attendee to participate in a fixed event created in your RIVS account.



1 From the event, click the Invite Attendees tab to invite attendees to select a time for the event.



2 Type the information of the attendee you'd like to invite in the candidate rows. Click Add Candidate Row to add new fields. You can also upload with a CSV file to bulk upload attendees. Click Send Invites.

*Alternatively, you can send out invitations manually by copying the provided link at the bottom of the page and sending the link to attendees.

INVITING ATTENDEES TO A FIXED EVENT

Manager Interview: Interview Template: Email Customization

Edit the content of the email being sent below

Email Headers

From: John Smith

Subject: Schedule time for a Colonial Life billing and service overview

Email Contents

Hello [NameFirst]

[[Account Name and BCR]]

My name is [YOUR NAME] ([Name]) and I'm your Colonial Life Billing Specialist ([Title]) and I'm with Colonial Life's home office ([Office]). I would like to schedule a short introductory call to review some important billing and service items.

Please -> [Link] -> Click Here -> to schedule a call time that is convenient for you. This link will remain active for one week.

Also, please note that your Colonial Life account deductions are scheduled to begin on [Date].

Tags: sNameFirst sNameLast sCompany sEventName sLink sLogo sButton

Send Email

3

Review and/or edit the email invitation and click Send Email.