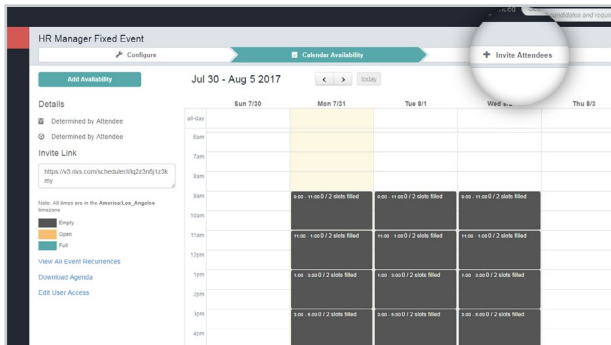


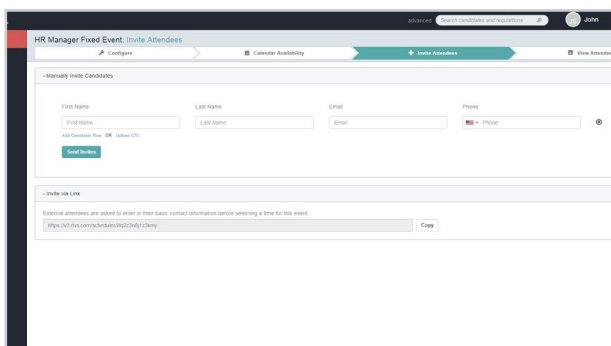


# INVITING ATTENDEES TO AN AUTO-SCHEDULED EVENT

This guide will cover the process of inviting an attendee to participate in an auto-scheduled 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 AN AUTO-SCHEDULED EVENT

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 BCG]]

My name is {YOUR NAME} and I'm your Colonial Life Billing Specialist. 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 once {Event} the second {Event} are scheduled to begin.

Tags: {NameFirst} {NameLast} {Company} {EventName} {Link} {Logo} {Button}

Send Email

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