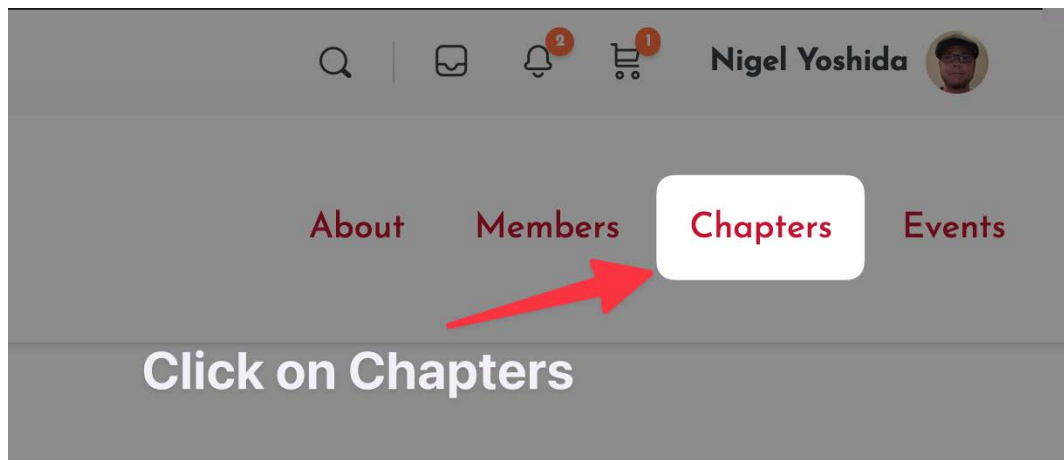# How to add a member to your chapter

This guide will walk you through adding a member to your chapter. You must be the organizer or co-organizer of the chapter to add members to your chapter.
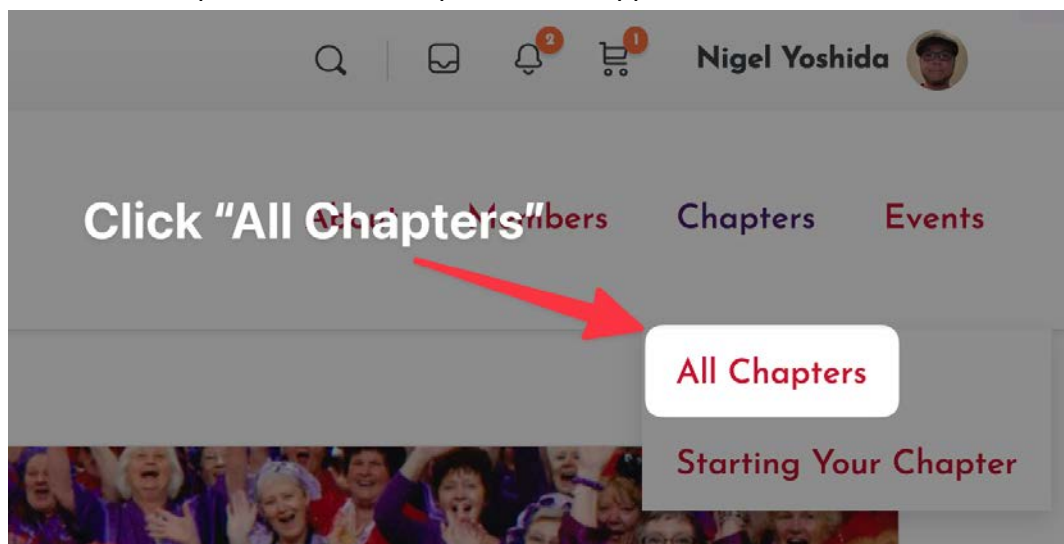
Step 1

In the top nav hover over "Chapters"

Step 2

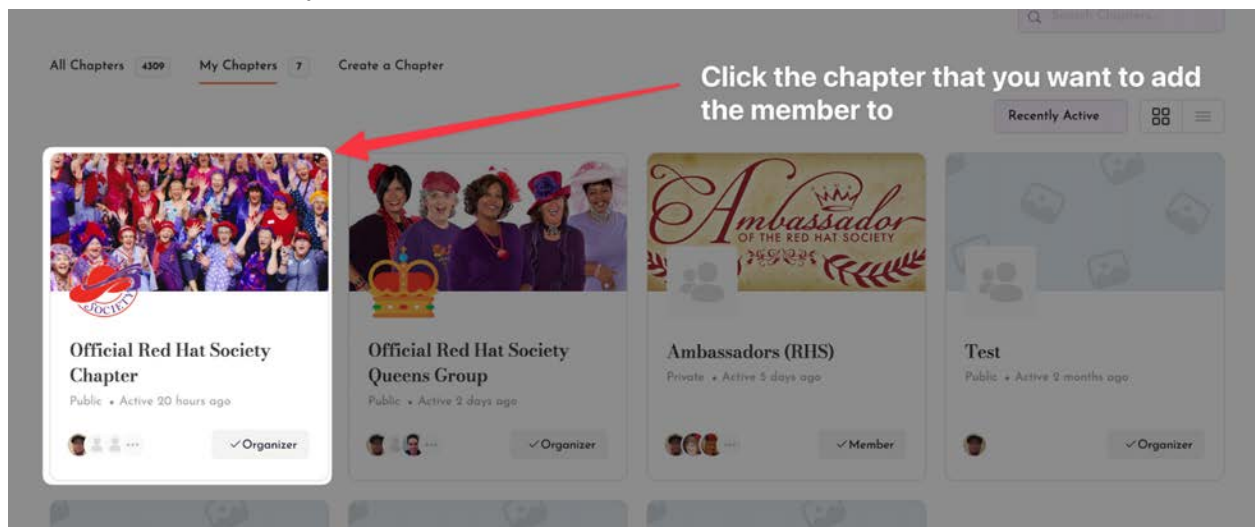Select "All Chapters" from the drop-down that appears

Step 3

Select "My Chapters" from the chapter navigation that appears on the top left
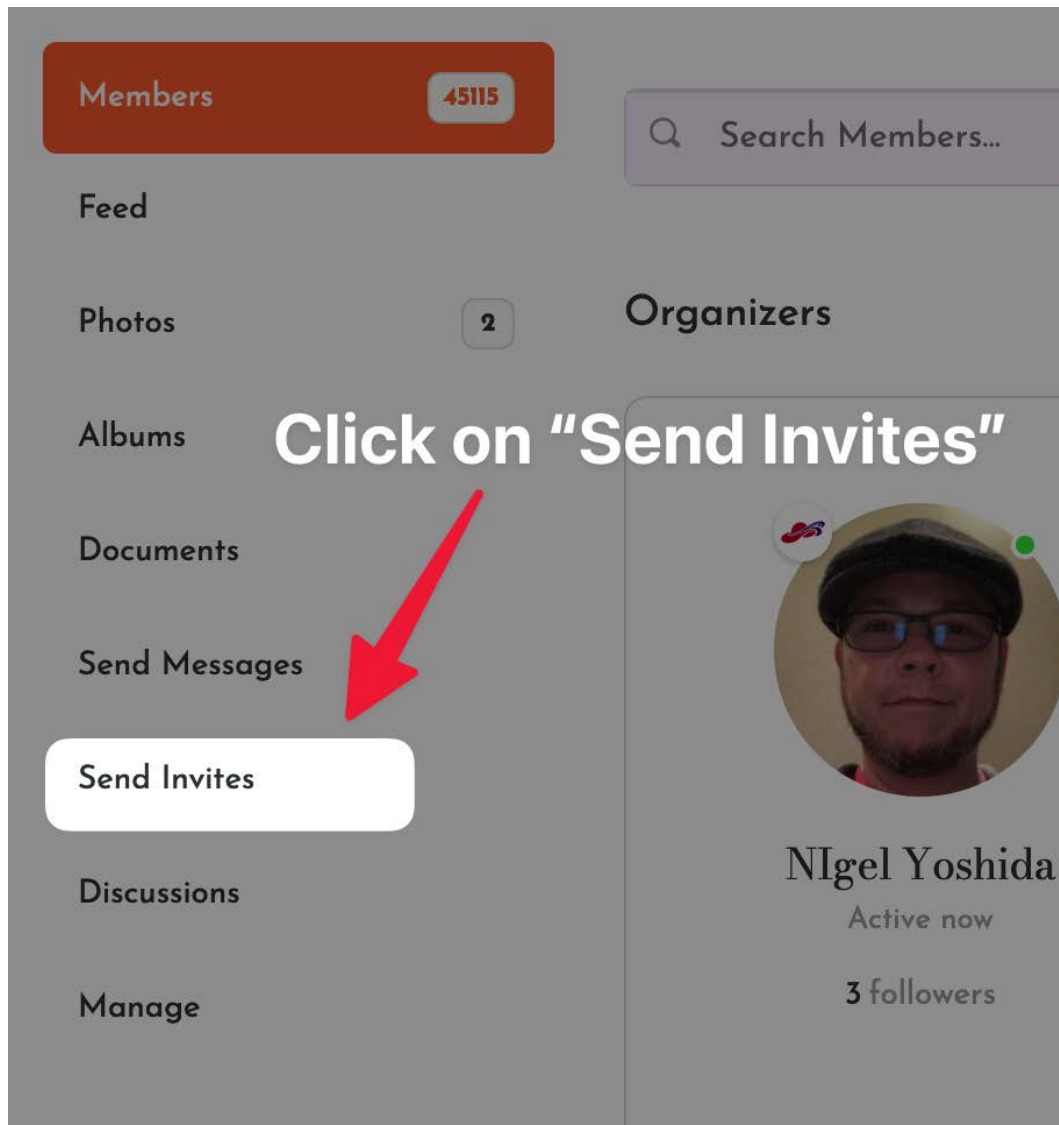

Step 4

Select the chapter that you want to add the member to.

Step 5

Once you are on your chapter page, you will see a new navigation that are specific to this chapter on the left hand side of the screen. From this navigation, select "Send Invites"

Step 6

The Send Invites page will display a list of all of the active members in the system. In the search box type in the name of the person you want to add to your chapter and then click on the magnifying glass icon.
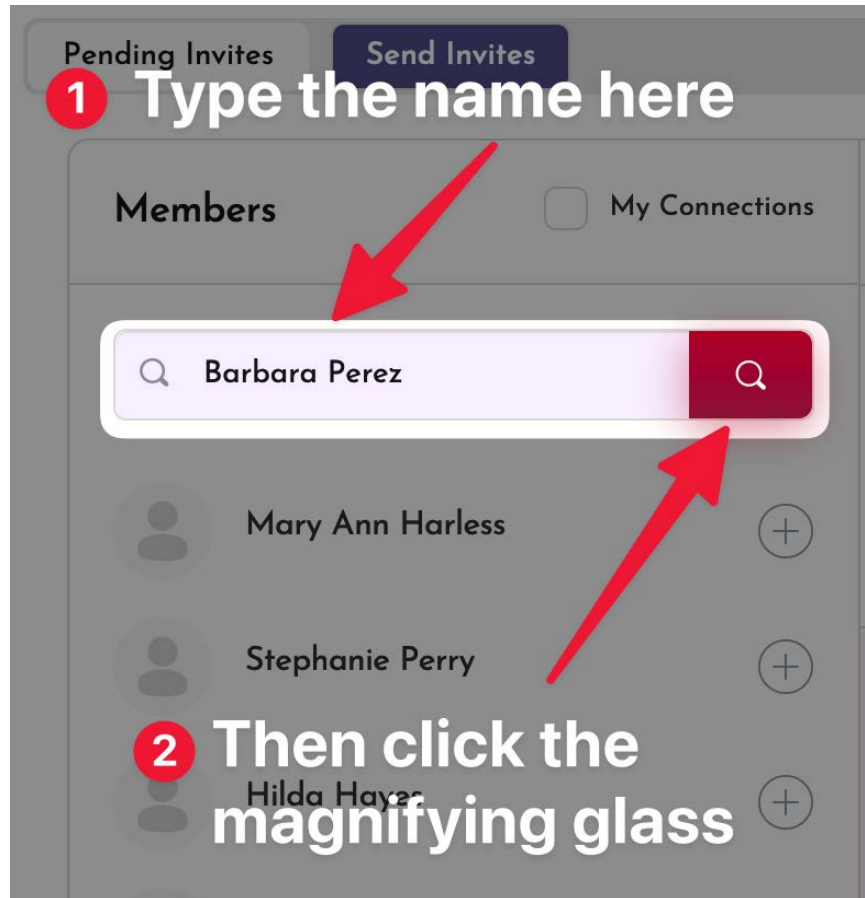
Step 7

Click the plus icon next to the member's name to add them to the invite. You will see the member's name in the field on the right. You can invite more than one person at a time. To do this, you will need to search for the other member like on Step 6 and click the plus icon next to the name.
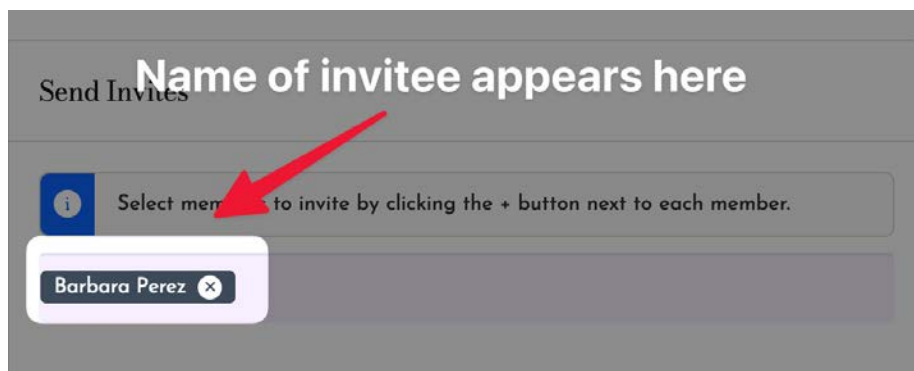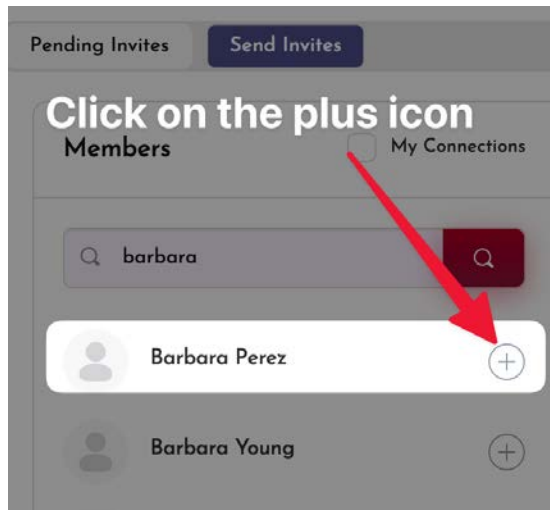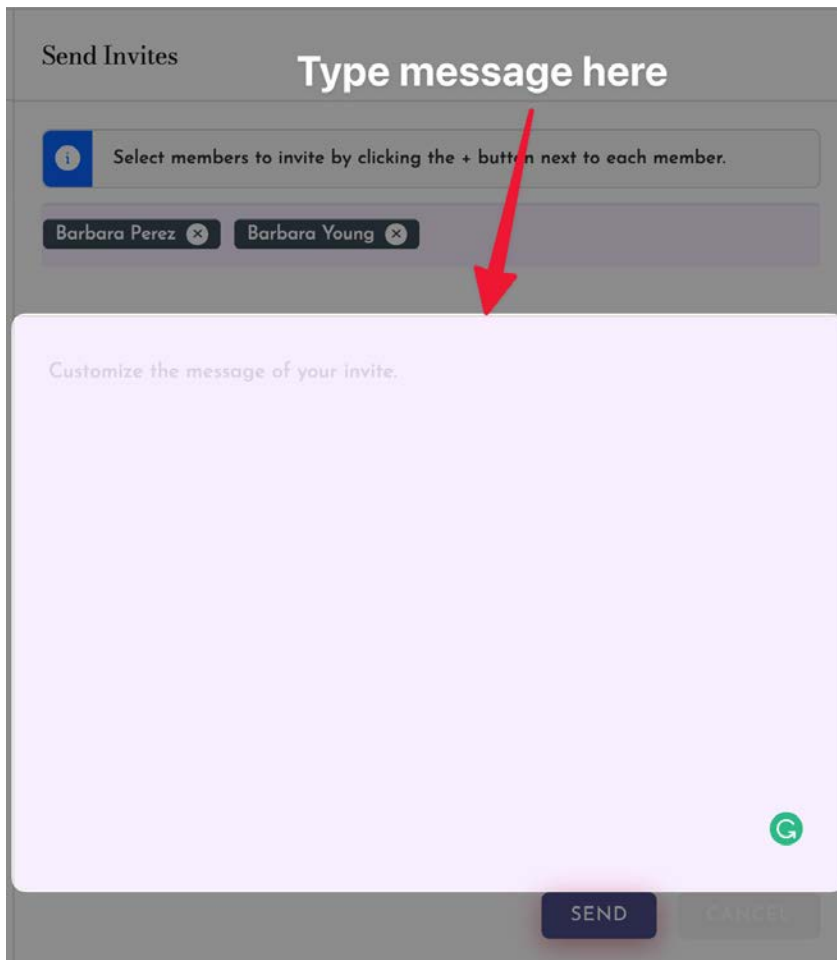
Step 8

If you would like to remove someone from the invite, click on the small X icon next to the member's name on the invite.
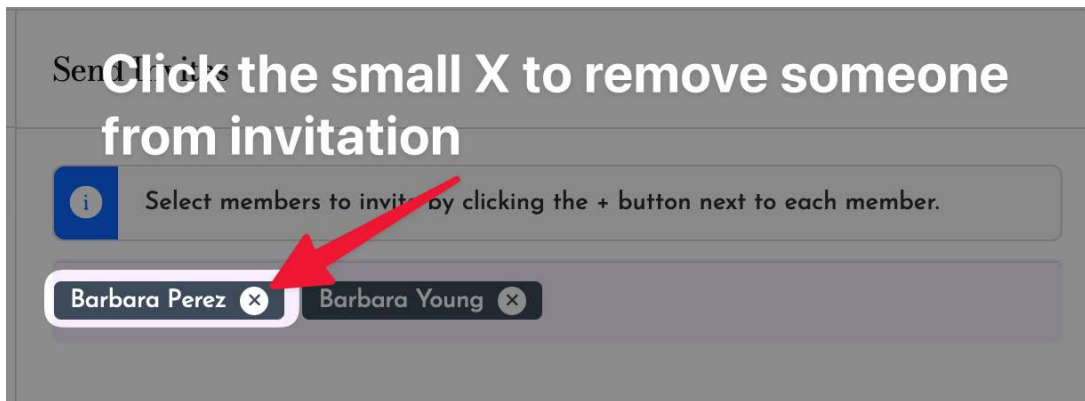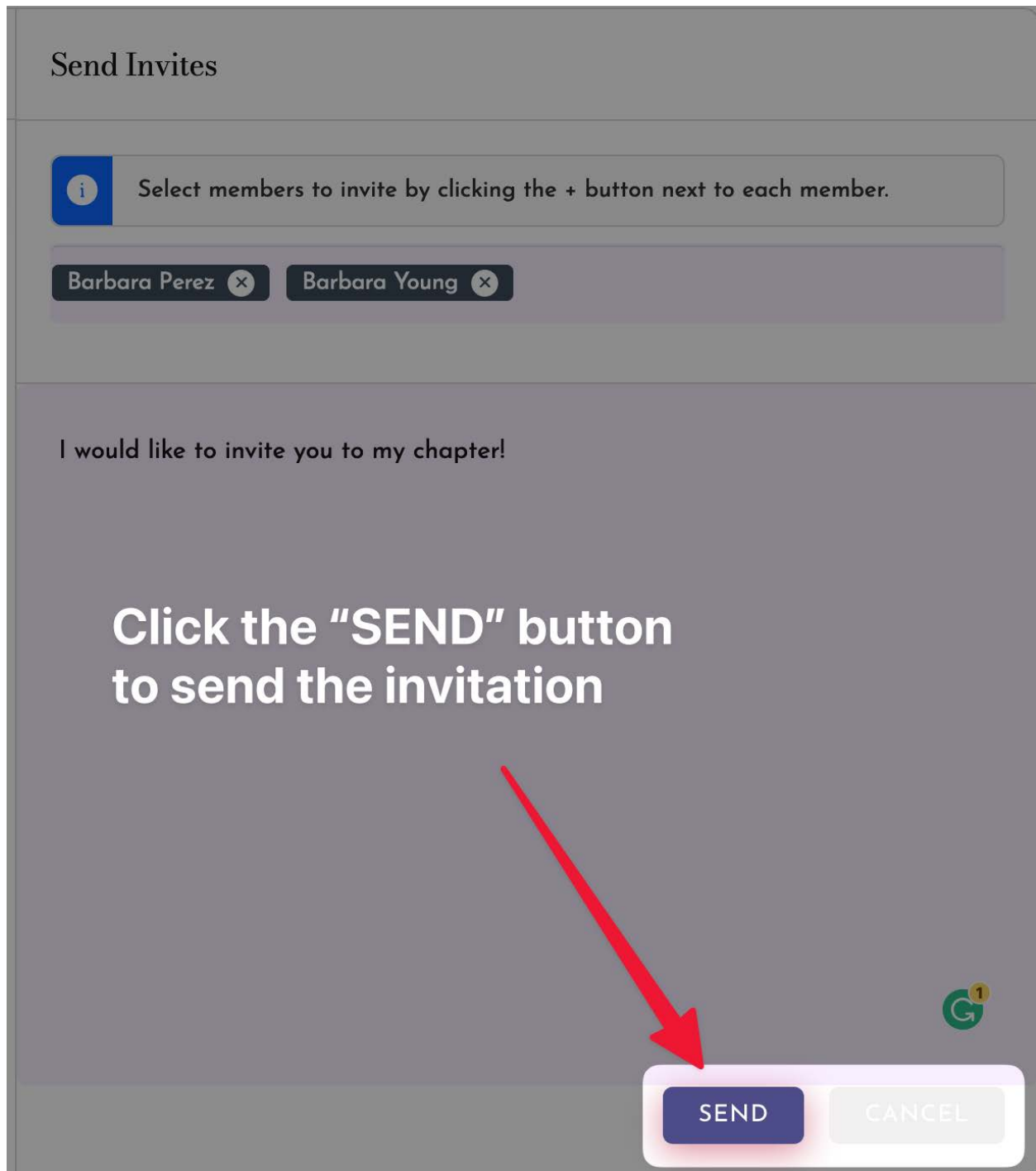

Step 9

You can write a personalized message to the members that you are inviting. To do this, type in the message in the box on the right.

Step 10

When you want to send the invitation, click the "SEND" button. The members that you send the invitation to will receive a notification. They will need to accept the invitation.

Send Invites

ⓘ Select members to invite by clicking the + button next to each member.

Barbara Perez ⊗   Barbara Young ⊗

I would like to invite you to my chapter!

Click the "SEND" button to send the invitation

SEND   CANCEL

That's it! The members you invited will now be part of your chapter and will be able to interact on your chapter's page.