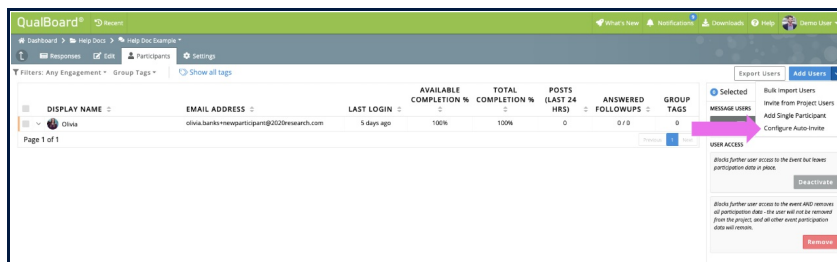


Auto Invite for Events

Last Modified on 01/29/2020 2:39 pm EST

1 of 5

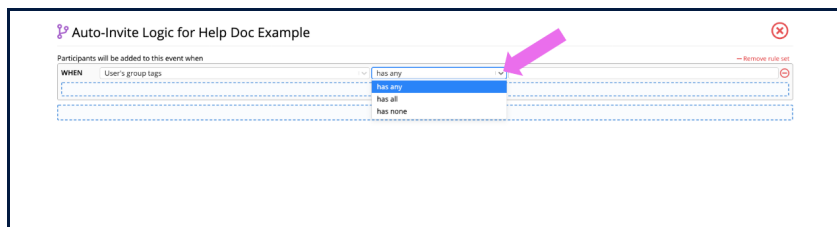
From the Users area of the system, use the drop down arrow button next to the "Add Users" and select "Configure Auto-Invite."



You're well on your way! Click **Next** for the next step.

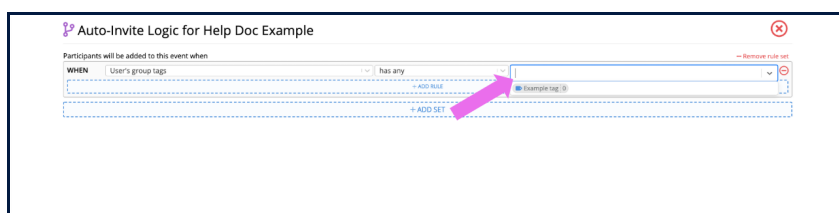
2 of 5

When making your selections for who is added to the event, you can choose participants who have any, all, or none of the group tags.



3 of 5

You will then select the group tags to complete your invite rule.



4 of 5

When you have finished making selections, click Finish.

Auto-Invite Logic for Help Doc Example

Participants will be added to this event when

WHEN: User's group tags | has any | Example tag (0)

+ ADD TAG

+ ADD SET

Cancel Finish

5 of 5

After you hit finish, you will see your participants appear!

QualBoard® Recent

Dashboard > Help Doc > Test Group Discussion

Responses Edit Participants Settings

Filters: Any Engagement • Group Tags • Show all tags

Export Users Add Users

Selected

MESSAGE USERS

Compose Email

USER ACCESS

Blocks further user access to the Event but leaves participation data in place. Deactivate

Blocks further user access to the event AND removes all participation data - this user will not be removed from the project, and all other event participation data will remain. Remove

This event has no participants. You may bulk import a list of users, invite them from the list of project users, or add a single user.

Back

Next