

Unite Education Program v6.5

Job Aid: 5577

## Invite a Person to Register for an Event

If you have an event that is published and there is a registration form available, you can send an email with a hyperlink to invite a person to register. You can send an invitation email from a person record, the application verification page, or from the EVENTS area of Unite.

### Part 1: Find the event URL

1. Open a browser and log on to Unite.
2. On the main menu, click EVENTS.
3. On the navigation pane, click **Events**.
4. In the **Event name** column, click the name of the event.

#### Note

You may need to sort, filter, or search to find the event.

5. Click the *Website and form* tab.
6. In the **Event URL** text box, copy the web address to your clipboard.

#### Note

If there is not a URL for the event, the web page for event registration either is not fully developed, or the event record has not been published.

#### Note

The event URL takes the email recipient to the home page for the event.

If you want to take the recipient directly to the registration page, click




. Click **Register now**, and then copy the URL to your clipboard.

## Part 2: Send an email invitation

1. Click the browser tab to go back to the admissions area of Unite.
2. Navigate to where you want to send an email.





### Note

You can send emails from a person record, the *Application Verification* page, and from many of the admissions workflow grids.

3. Click **Send Communication**.
4. Specify the email options.
5. Place your cursor in the body of the email where you want to place the event registration URL.
6. On the email toolbar, click  .
7. Specify the hyperlink options and click **Insert**.

### Note

In the **Web address** text box, be sure to paste the URL for the event registration page from your clipboard.

8. Click  .
9. If prompted to save the email before sending, click  or  .
10. Verify the queued email recipient.
11. Click  .

### **Related resources**

- 5246 - Register a Person for an Event
- 5247 - See Who is Registered to Attend an Event