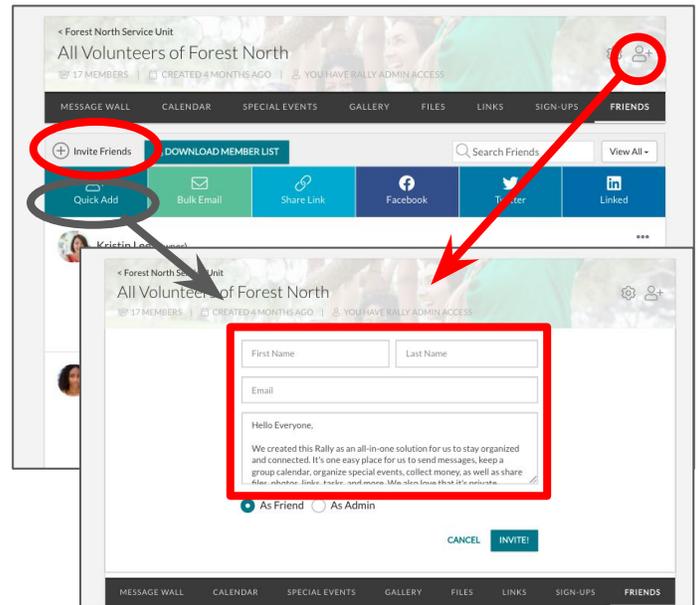




# HOW TO ADD MEMBERS TO YOUR GROUP SITE

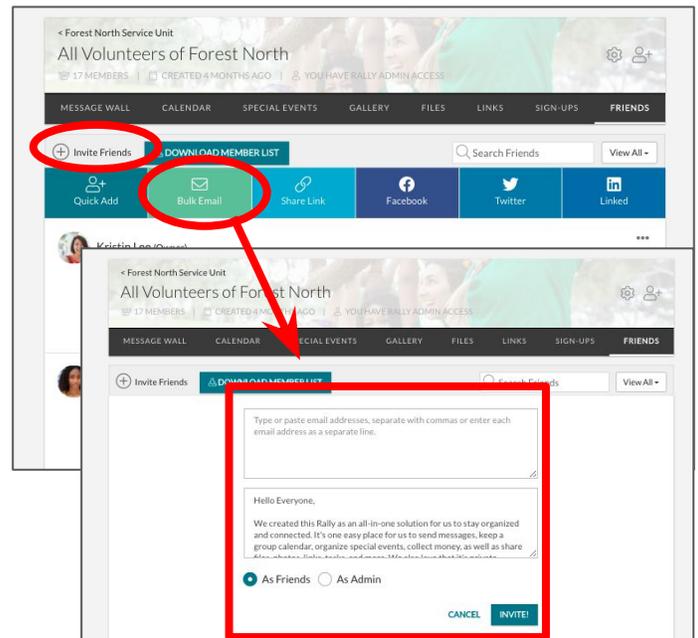
## ADD A SINGLE PERSON TO A HUB & RALLY

- To invite a new user, you can either:
  - Click the “Invite” icon at the top right corner of the page;
  - Or, click the “Friends” tab on right side of the nav bar and then click “Invite Friends” in the upper-left corner.
- Next, click on the “Quick Add” button and fill in the required Fields:
  - Add the person’s name and email.
  - Customize the invitation copy that will appear in the invitation email (if desired.)
  - Designate the invitee as either “A Friend” or “An Admin.”
- Click “Invite.”



## ADD MULTIPLE PEOPLE TO A HUB & RALLY

- To invite multiple new users, you can either:
  - Click the “Invite” icon at the top right corner of the page;
  - Or, click the “Friends” tab on the right side of the nav bar and then click “Invite Friends” in the upper-left corner.
- Next, click on the “Bulk Email” button and fill in the required Fields:
  - Type or paste email addresses separated by commas or on separate lines.\*
  - Customize the invitation copy that will appear in the invitation email (if desired.)
  - Designate the invitees as either “A Friend” or “An Admin.”
- Click “Invite.”



\*Note: For best performance, we recommend pasting no more than 50 emails at a time.