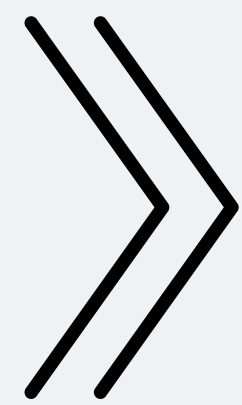


HOW TO PROCESS AN EVENT INVITATION

with 9 easy steps



Create the email

(If you have a mail invitation, skip this step!)



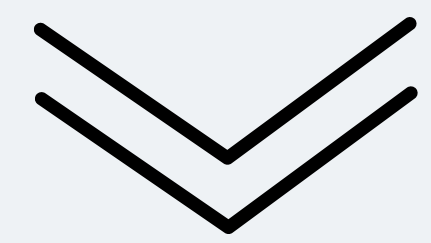
Request the selection

(You can use selections multiple times!)



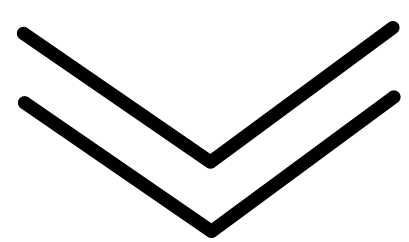
Create the package

(Tie in your email... if you have one.)



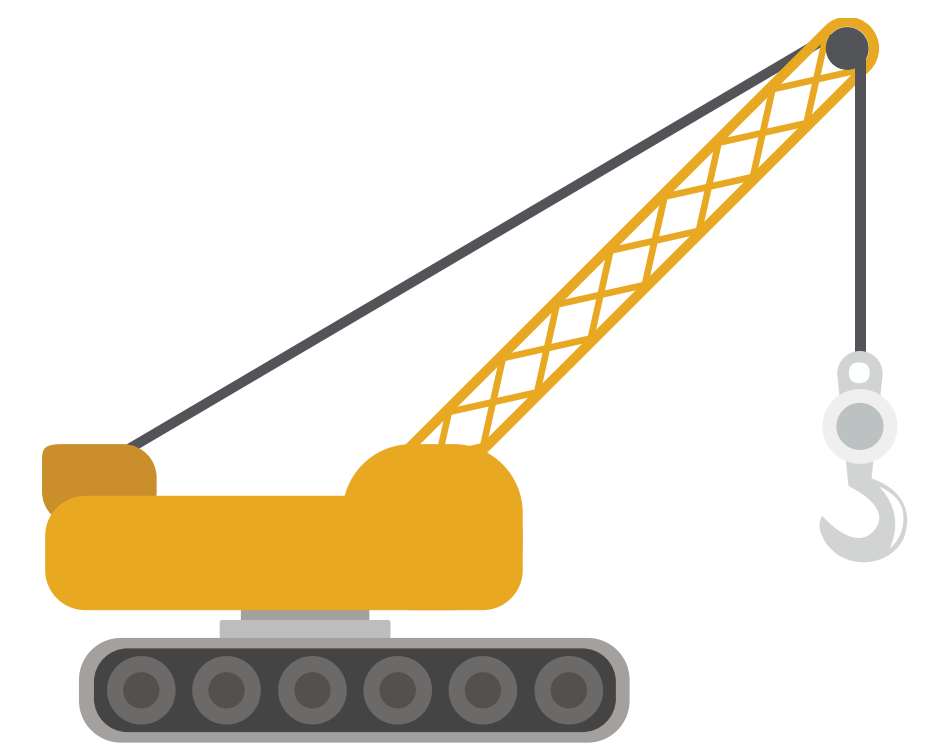
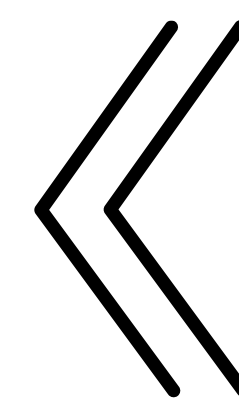
Add Invitees

(Make sure to factor in your exclusions!)



Processing Options

(Attach your package and choose how to sort addresses.)



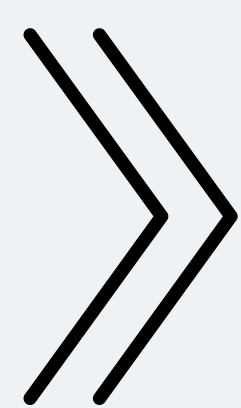
Create the invitation

(Remember: these can be any event related communication.)



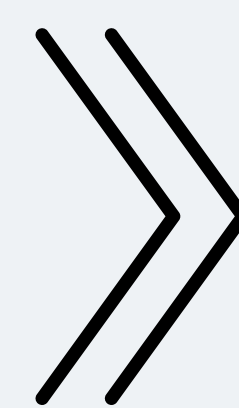
Process

(Tags the record of the individuals receiving the communication.)



Export

(Download your list to send to your printer.)



Send!