



Using NWS Evite Account

To create an Evite:

1. Ensure you are on the website www.evite.com (not the app) for full access to all functions.
2. Log in to the NWS Evite account using:
 - Username: newwestsiders@gmail.com
 - Password: createfunNWS2023!
3. Choose a design from the Free Invitation labeled gallery.

Customizing Your Evite:

1. Page 1 of 4: Customize

- Click on the text of your chosen invitation to customize it. A text editor box will appear for you to fill in event details.
- Fill in event details and select **Next: Event Details**.

2. Page 2 of 4: Edit Details

- Fill in the Event Details in the side box.
- Ensure your event title includes the interest group name followed by fun title.
- Start the note from host section with any capacity limits if applicable. If there's no capacity limit, state that as well)
- Click **Next: Gifting**

3. Page 3 of 4 Gifting Options:

- Skip this page as we do not have events with a gift registry. Click **Next: Preview**



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4. Page 4 of 4: Preview

- Preview your invitation and make any necessary edits.
- Click **Finish & Add Guests**
- If prompted to Upgrade your Evite to Premium, Click **Skip**

5. Click the **Add Guests** button:

- From the options on the Right Click **Search Address Book**
- The Evite Address book will appear. Click the dropdown menu labeled **All** and search for your Interest Group, then click on it.
- Click on the button **Select All**
- Your added guests will show in the Added Guest list.

** To create a **capacity limit** for guest list,

- Click on **Guest Options** located at the top left corner of the page, next to **Add/Import Guests**.
- A Guest Options box will appear
- In the area next to Set Max Capacity for guest list, specify the desired limit.
- Click **Save** to apply changes


6. Click **Send**

Congratulations! Your Evite has been sent!



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Managing Evites:

- Click on **Hi NWS** then select **My Events**.
- Find your Evite and click button **Manage Event** or click  for a dropdown menu of options

Evite Messages:

Hosts can send messages to their guests at any time.

To message your guests:

1. Click on your initials/photo in the top right corner.
2. Select **My Events**.
3. Locate your invitation and select **Manage Event**.
4. Scroll down to the top of your guest list and click **Send a Message**.
5. Choose which group you wish to message.
6. Type out your message.
7. Select **Send**.



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To message an individual guest:

1. Click on your initials/photo in the top right corner.
2. Select **My Events**.
3. Locate your invitation and select **Manage Event**.
4. Scroll down to your guest list and locate the guest you wish to message.
5. Click on the message icon to the right of their contact information.
6. Type out your message.
7. Scroll down and select **Send**.

To check guest messages:

1. Open the invitation link the host sent to you.
2. Click on **Messages** above the invitation.
3. Click open the message you wish to view.