SUGGESTED STEPS FOR INVITE FOLLOW UP

1. Login

Login to your dashboard and from the tool bar on the left, select "Invite".
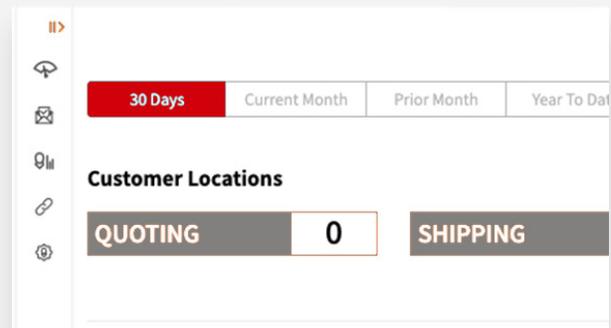
2. Resend Past Invitations

Access the Invited Customers list - a lifetime archive of sent invitations. You can see recipients, when an invite was sent or if it was accepted. If accepted, customer accepted the invitation. If not. You will see two icons. The Envelope, which means that you can resend the invitation immediately simply by clicking on the icon.

3. Expired Invitations

The triangle means an invitation has expired – more than likely you've sent an invitation more than 3 times in 1 week. To send a new invitation, go to the "Invite New Customer" section, reenter the customer's email address, first and last name, and a personal message from you.