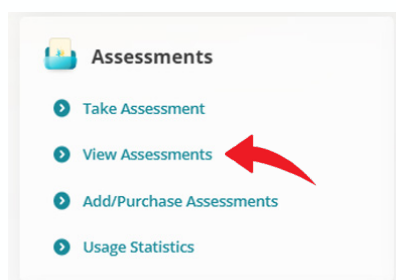


Quick Send: Select the keycode from the drop-down menu. Enter the email(s) in the space provided. Click the Send assessment button.

SEND AN INVITATION

1. From your home page, in the Assessments box, click view assessment.



2. From the View Assessment page, select your KeyCode, then click the **Invitation** link.

Keycode	Assessment	Purchased	Product Name	Available	Complete	Incomplete		
64204-A5B7B7	DISC Report for ACME Inc.	02/09/2021	Perceptual and Cognitive	0	1	0	Invitation	View Participants
64203-06999B	DISC Report for Live Seminar	02/09/2021	Perceptual and Cognitive	1	0	0	Invitation	View Participants
61690-550F11	DISC and TEAMS Report	10/09/2020	DISC and TEAMS Report	1	1	0	Invitation	View Participants

3. In the pop-up window, under **Email**, enter the participants email address.

The **Subject** will contain a default message. To customize the subject line, click **Customize subject** then enter your subject line.

If you need to change the invitation language use the drop-down menu and select a language from the list.

You can generate a single-use keycode by placing a check in the space provided.

(If you use this feature the invitation you send can only be used by a single person, otherwise this same invitation can be used by multiple participants.)

Entering additional content allows you to personalize your message

Send Email

Content Preview

Keycode: 64204-A5B7B7 Assessment Name: DISC Report for ACME Inc.

Email

Subject

Invitation to participate in an assessment for Working DEMO Account

☐ Customize subject

Language

English (US)

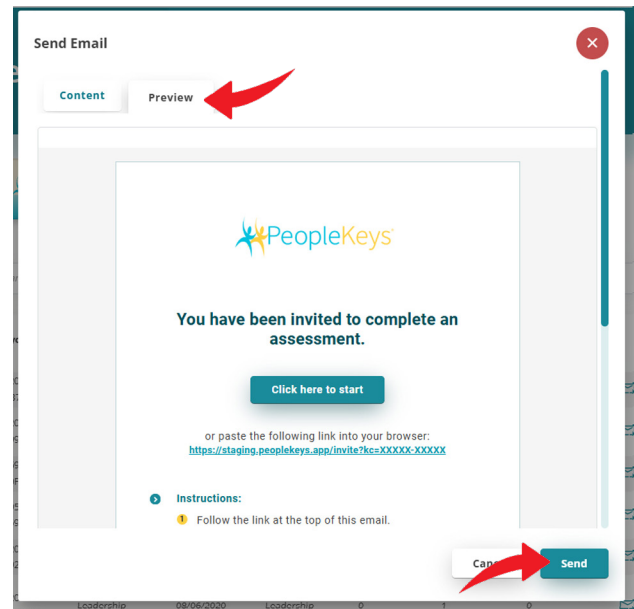
☐ Generate and use Single-Use Keycodes

Invitation link: <https://staging.peoplekeys.app/invite?kc=64204-A5B7B7>

Additional content

Cancel Send

4. Click the Preview tab to see your email before it goes out. You will need to scroll down to view the entire message.
5. When you are ready, click the **Send** button.



Note that your participants will receive an email from **DoNotReply** which has a high tendency to be ignored, deleted, or spammed.

By taking the extra step of sending the invitation to yourself then forwarding it onward your participants will be receiving an email from someone they recognize.