

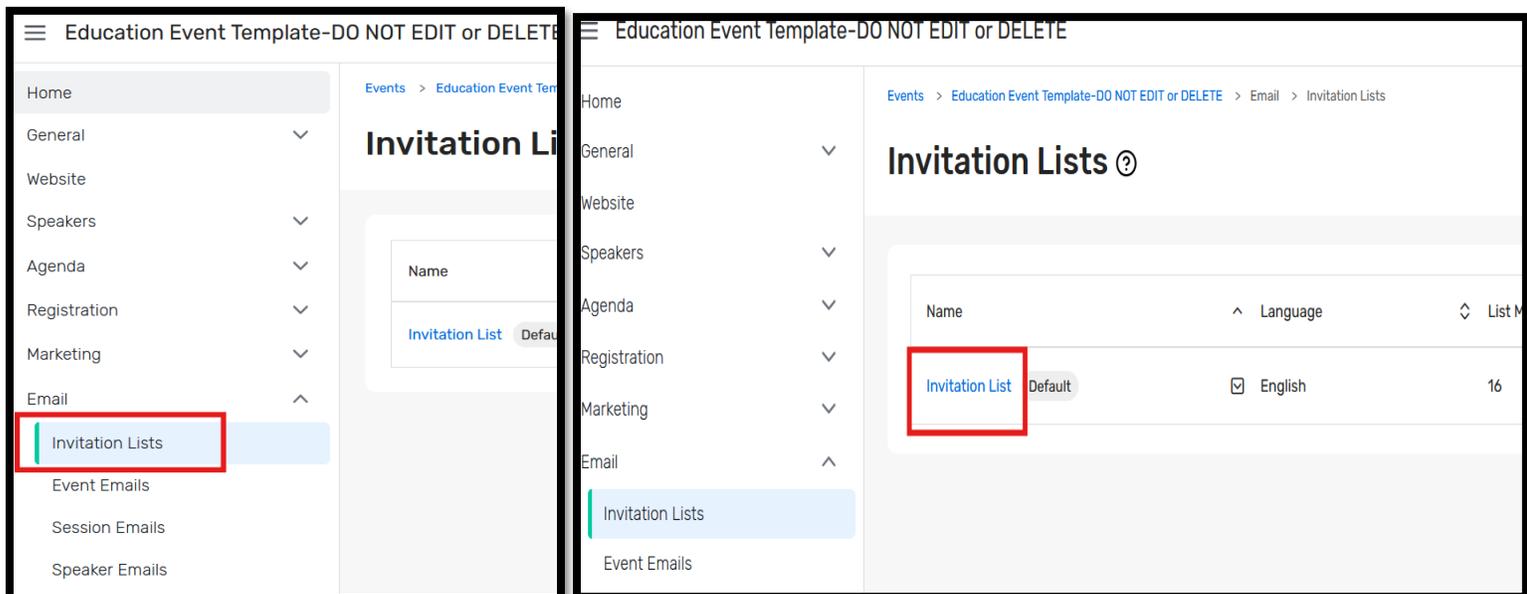
MPI CHAPTER PROCESSES & BEST PRACTICES

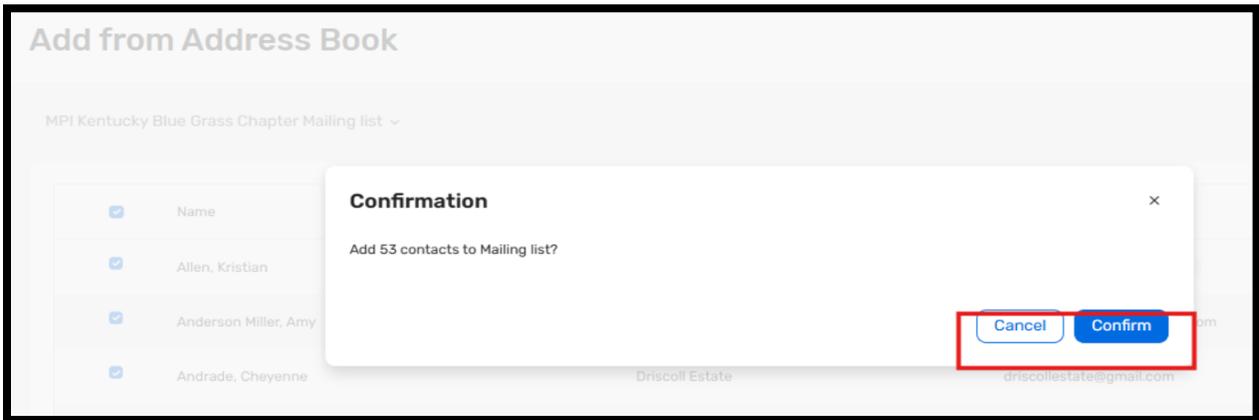
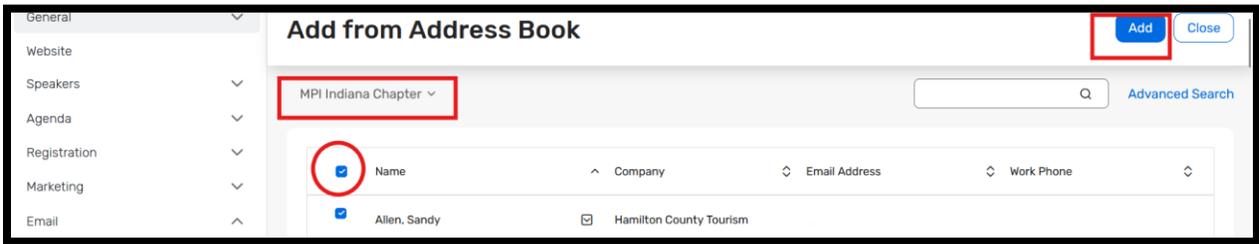
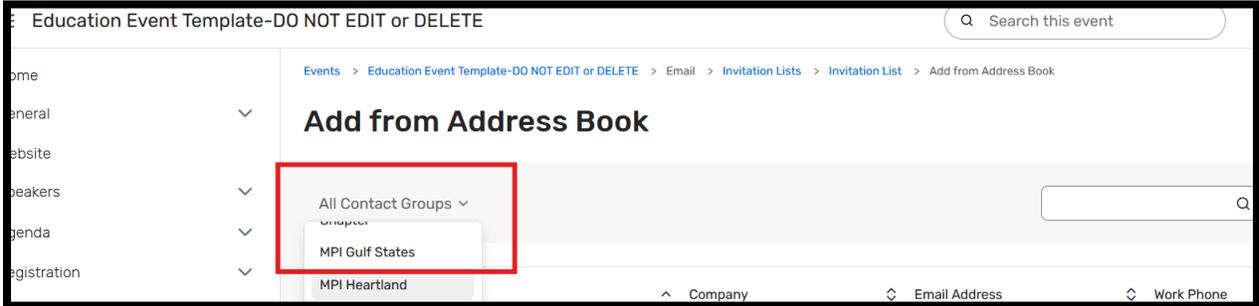
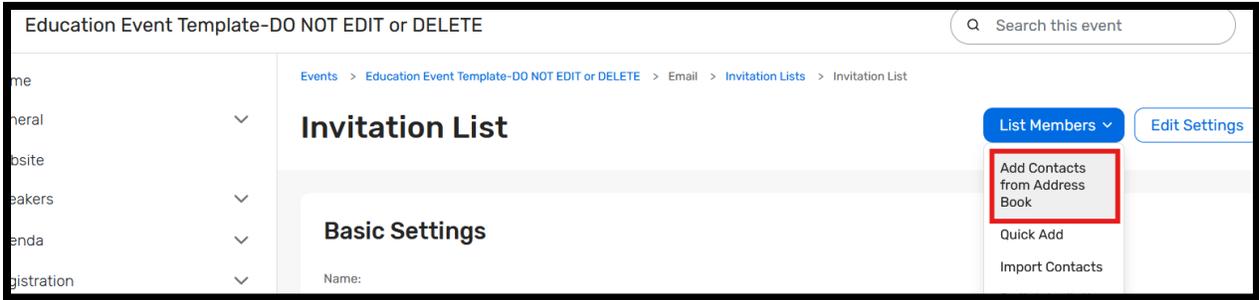
ADDING CONTACTS TO EVENT:

When adding contacts to the event it is important to note that we are adding correct member/distribution list which are the correct audience for the respective MPI Chapter's event. Please follow the below-mentioned steps to add the correct contacts to your event:

1. Go to Event > Emails > Invitation List > List Members
2. Click Add Contacts from Address Book
3. From the dropdown, select the contact group which has your invitees.
4. Select all contacts
5. Click Add

If you want to add invitees from multiple groups, please follow the above steps again.





You may refer to page 20 of the MPI User Guide for step-by-step instructions on adding your chapter contacts to your chapter event and managing the invitation list.

Please note: If you need assistance with adding invitees to the event, please contact the system admins at aniket.gupta@cvent.com and mshoaimbmauloodi@cvent.com. If you have any other questions, please feel free to reach out to us.