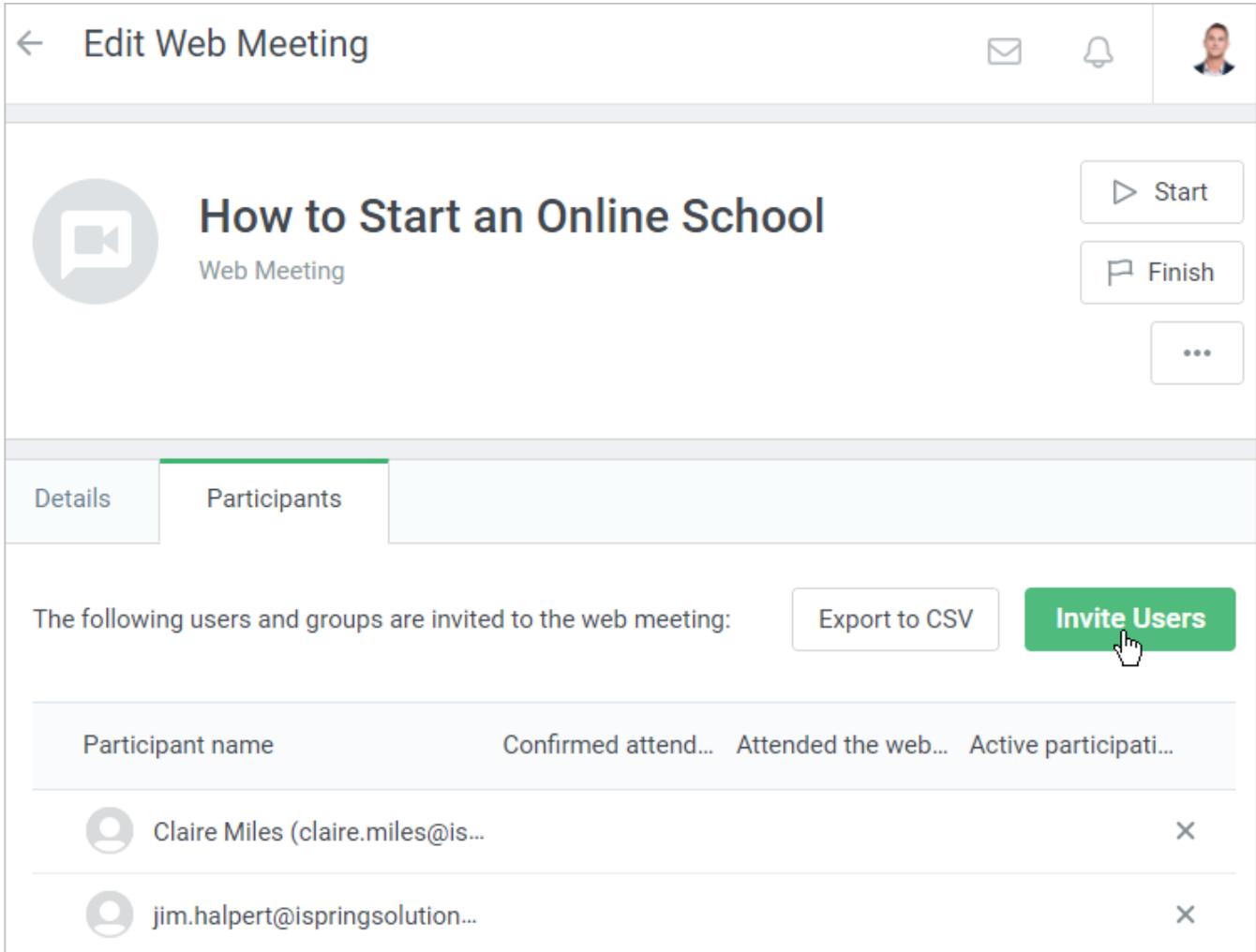


# Inviting Participants

As soon as you click the **Save** button, a new **Participants** tab will appear on the event editing page. Open it and click **Invite Users**.

 *Department Administrators, Publishers, and users with a [custom role](#) may invite only those users who belong to the departments they manage or their sub-departments.*



← Edit Web Meeting

How to Start an Online School  
Web Meeting

Start  
Finish

Details Participants

The following users and groups are invited to the web meeting:

Export to CSV **Invite Users**

Participant name	Confirmed attend...	Attended the web...	Active participati...
 Claire Miles (claire.miles@is...			×
 jim.halpert@ispringsolution...			×

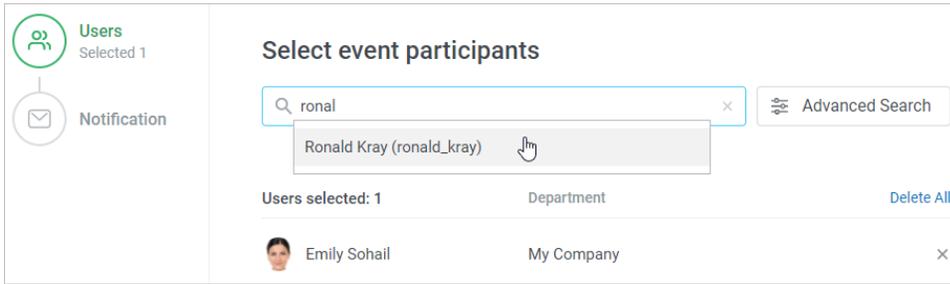
In the opened window, add learners who will receive invitations and edit the invitation text. After that, look through the list of possible participants.

- [Adding Participants](#)
- [Invitation Text](#)
- [Viewing Participants](#)

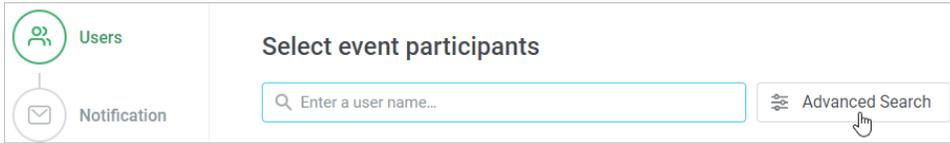
## Adding Participants

At the **Users** step, select participants who will be invited to the webinar or web meeting.

1. Start typing the name, last name, login, or email of a user. As soon as the system suggests matches, left-click on the right one.

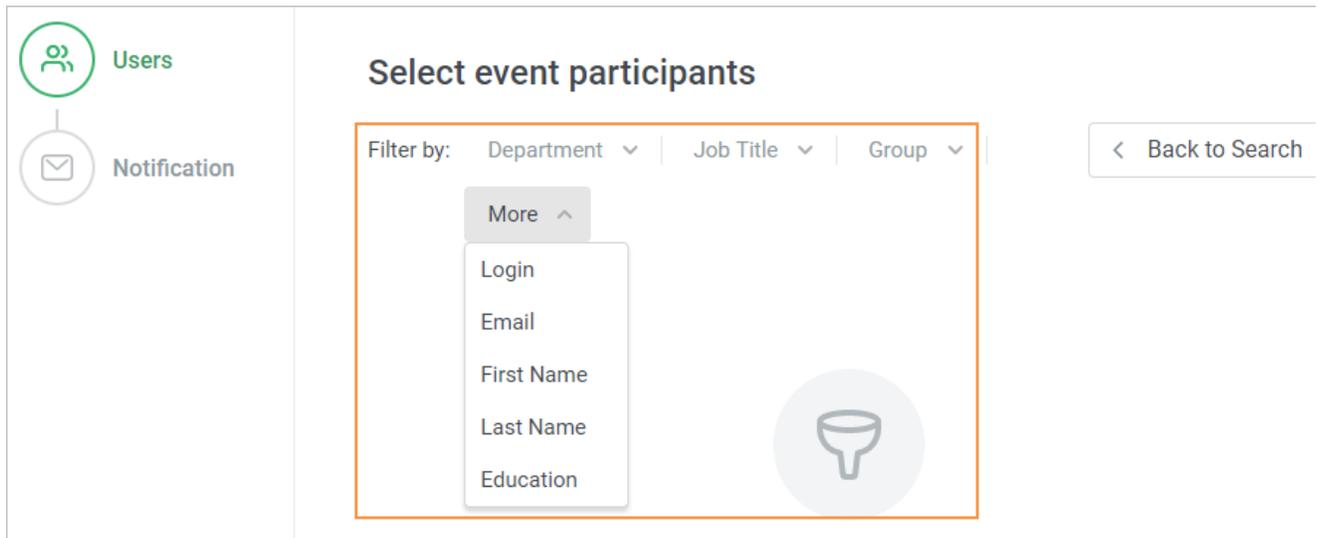


2. If you failed to find a needed user, take advantage of the **Advanced Search** option.



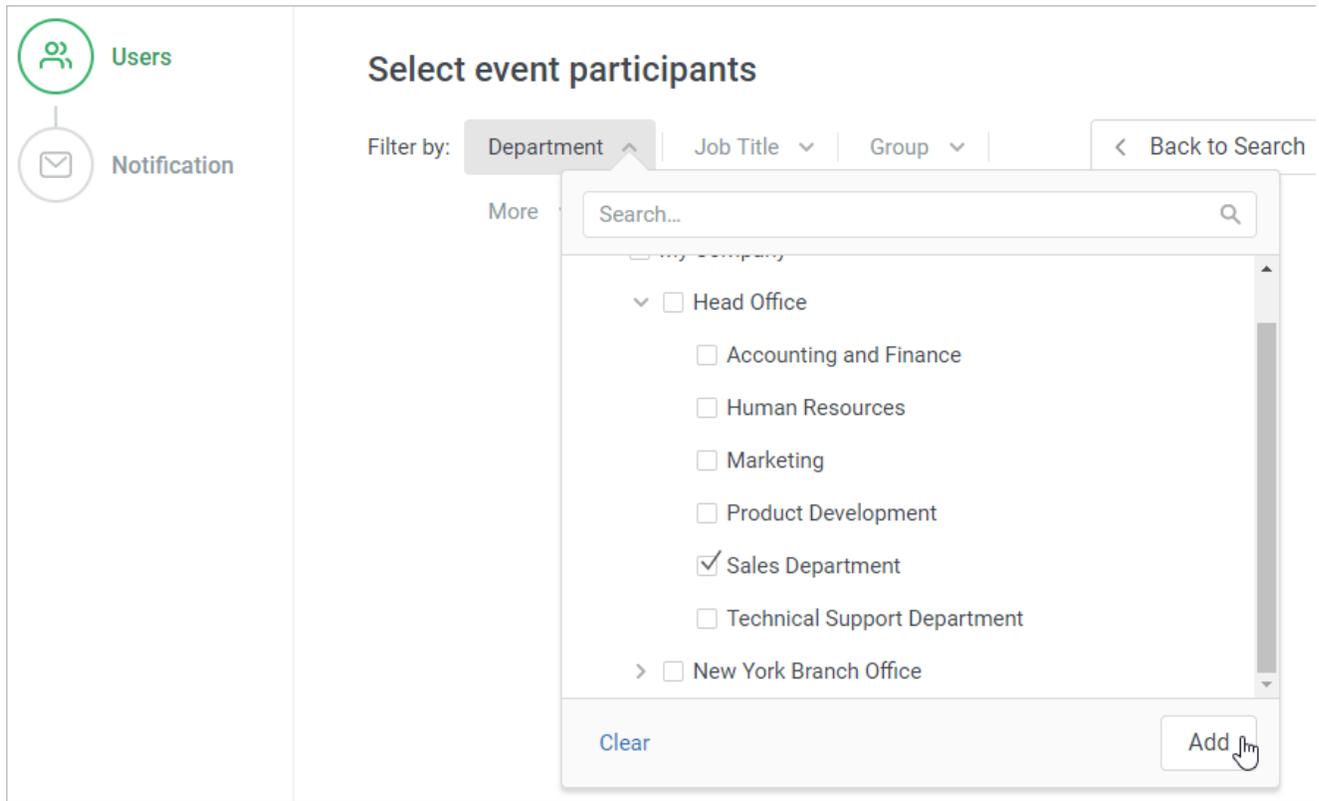
Here, the following filters are available:

- Department
- Position
- Group
- Login
- Email
- Name
- Last Name
- Country
- Other [user profile fields](#)

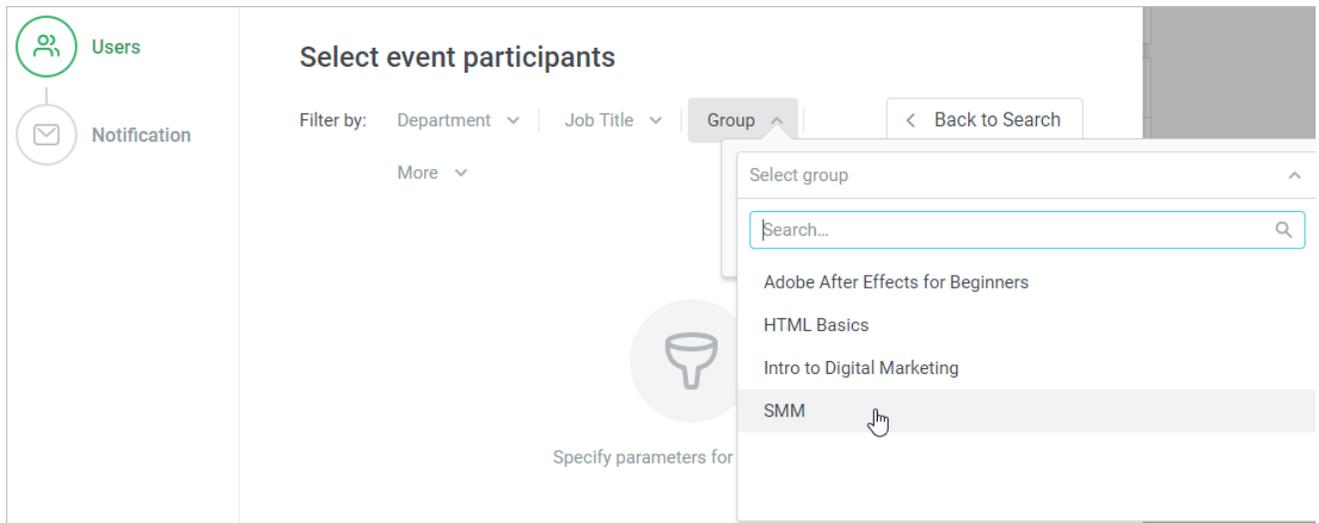


Invite all users belonging to a specific department or multiple departments. For instance, invite to the Rules of Effective Negotiating webinar the entire Sales department.

*Department Administrators, Publishers,* and users with a custom role will see only those departments they manage and their sub-departments.



Also, you can choose an entire group users to be invited to your training. Let's say, you can enroll all learners from the SMM group into the Digital Advertising webinar.



Filtering by other parameters works the same way. Sort users by a specific value and assign them courses to pass.

3. To remove a user from the participants list, click on the cross next to their name. If you want to clear the list completely, click the **Delete All** link.

Users selected: 3		Department	<a href="#">Delete All</a>
 Emily Sohail	My Company	×	
 Ronald Kray	My Company	×	
 Helen Smith Sales Manager	Head Office	×	

To move to the next step, click **Next** or select **Notification**.

## Invitation Text

At this stage, edit the notification that will be sent out to the event participants.

1. In the **Invitation Message** box, enter a new invitation message if you need.

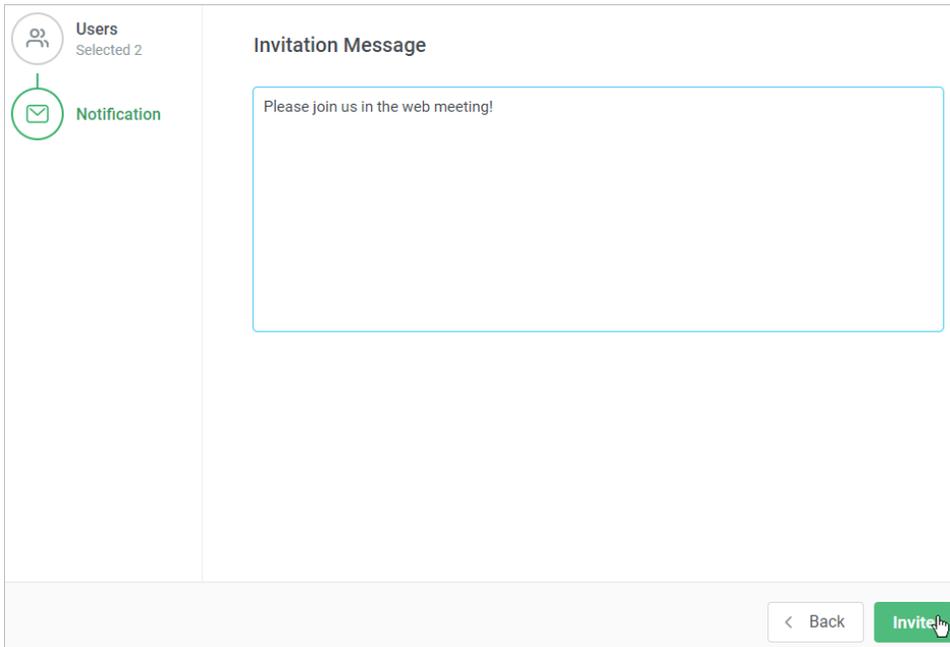
 **Users**  
Selected 2

 **Notification**

### Invitation Message

Please join us in the web meeting!

2. When you are done, click **Invite**.

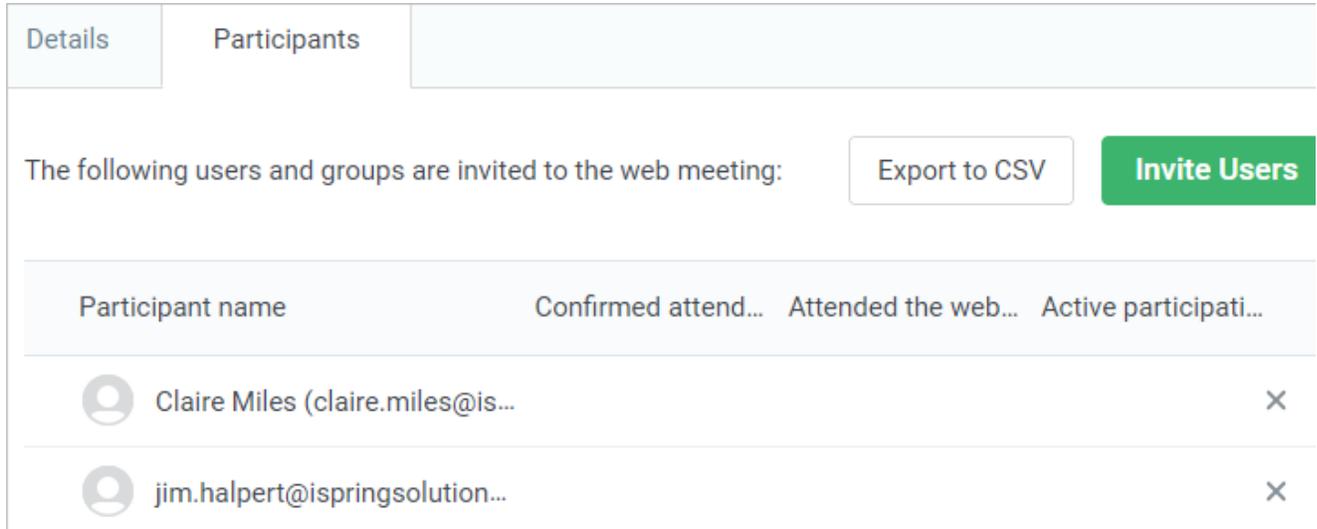


3. Learners will receive notifications in their iSpring Learn accounts.

Also, participants will get invitation letters to their email address (in case it is put into the profile). They can click **Confirm Attendance** link in the email.

After confirmation, learners will receive a message about their successful registration on a webinar or a web meetings, and will be able to add an event to the Outlook calendar in the .ical format.

4. Users invited to the webinar or the web meeting will appear under the **Participants** tab.



## Viewing Participants

You can view participants list on the event editing page under the **Participants** tab.

Under this tab, you will see **only** those participants who were invited through iSpring Learn.

Here, the following information is available:

- Name, last name and login
- Participation confirmation
- Participation

- Duration

Before the webinar or the web meeting started, you can delete participants from the list by clicking on a cross next to their name. Also, you can export the user list to a CSV file.

**Details**   **Participants**

The following users and groups are invited to the web meeting:   [Export to CSV](#)   [Invite Users](#)

Participant name	Confirmed attend...	Attended the web...	Active participati...
 Claire Miles (claire.miles@is...			
 jim.halpert@ispringsolution...			