

# How to: invite customers to an experience.

## 1. Access the portal

Go to the UKG portal at [www.teamraderie.com/UKG/sales/](http://www.teamraderie.com/UKG/sales/) and log in with your credentials.

## 2. Select an experience

Browse the list of available experiences and choose the one that best aligns with your customers' needs or interests.

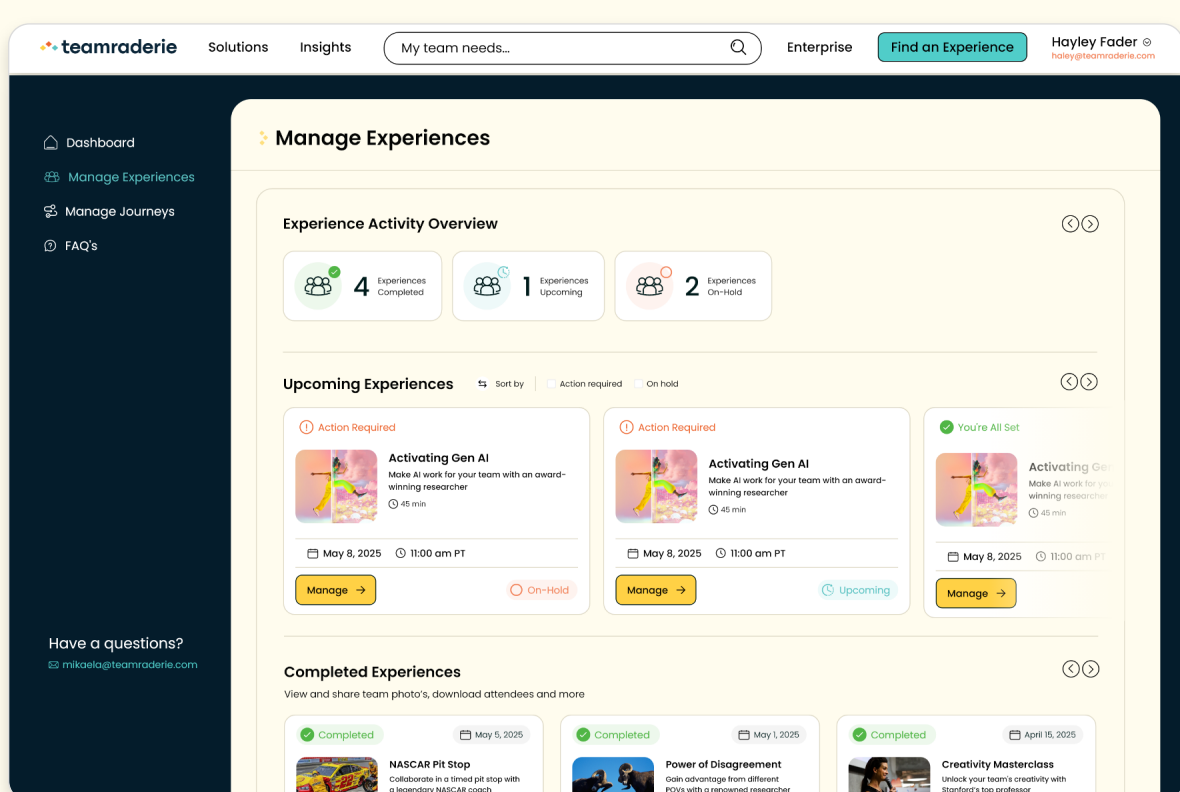


## 3. Choose a date & book

Pick your preferred date and time for the experience and confirm the booking.

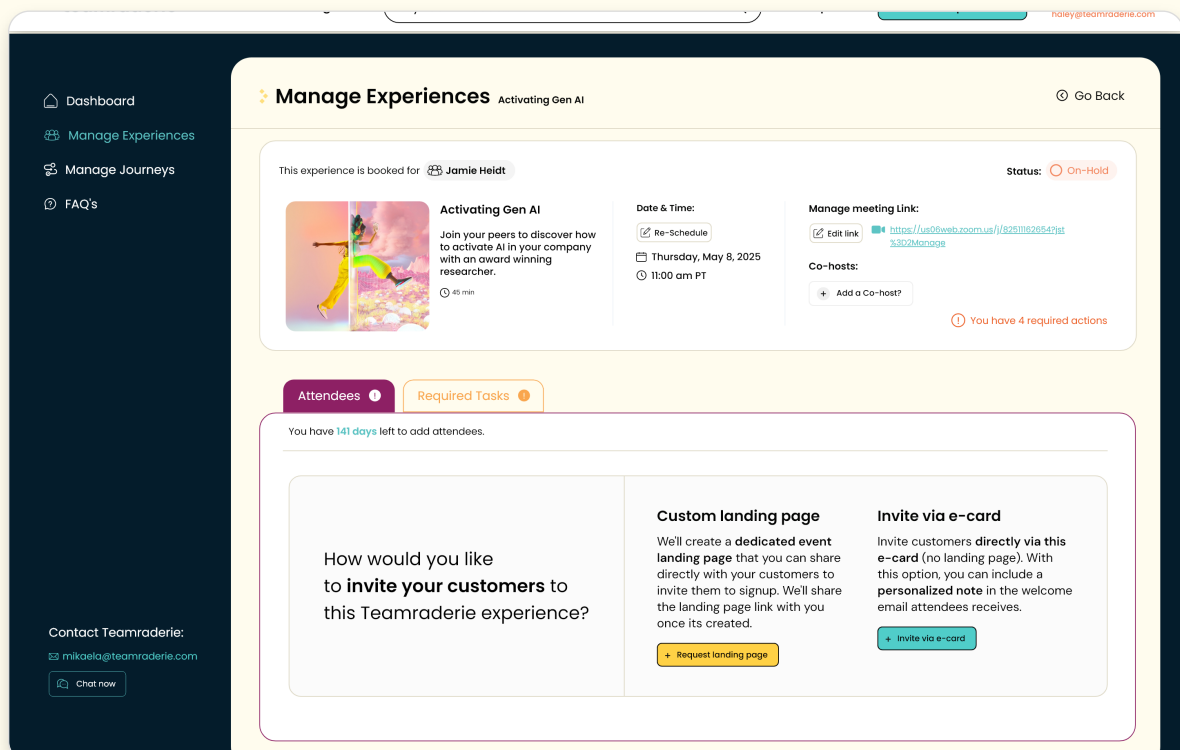
## 4. Visit account center

After booking, head over to the Account Center to manage your experience details.



## 5. Invite attendees

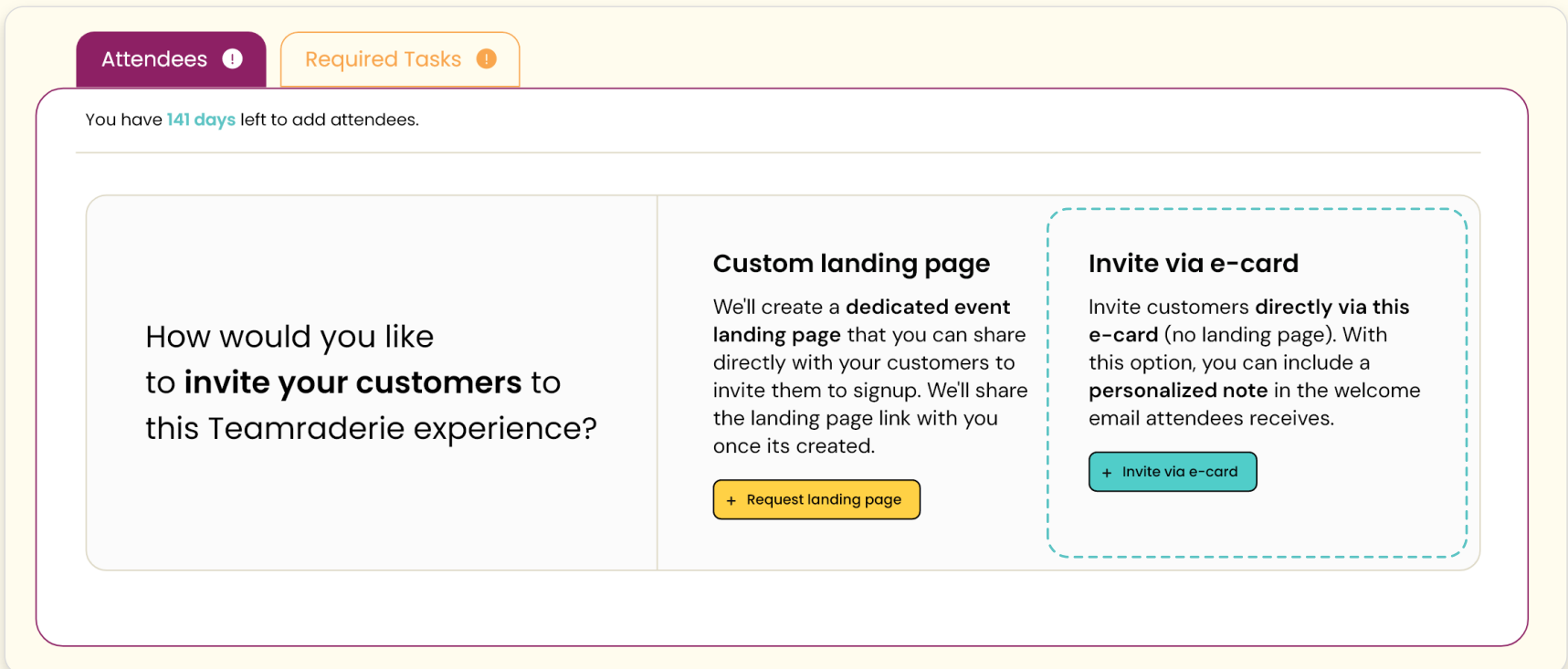
Choose your preferred invitation method to invite attendees. You can either invite directly via e-card or use a custom landing page.



### Option A

### Invite via e-card

Send a personalized e-card invitation from the Account Center, with RSVP tracking and automated reminder emails handled for you.

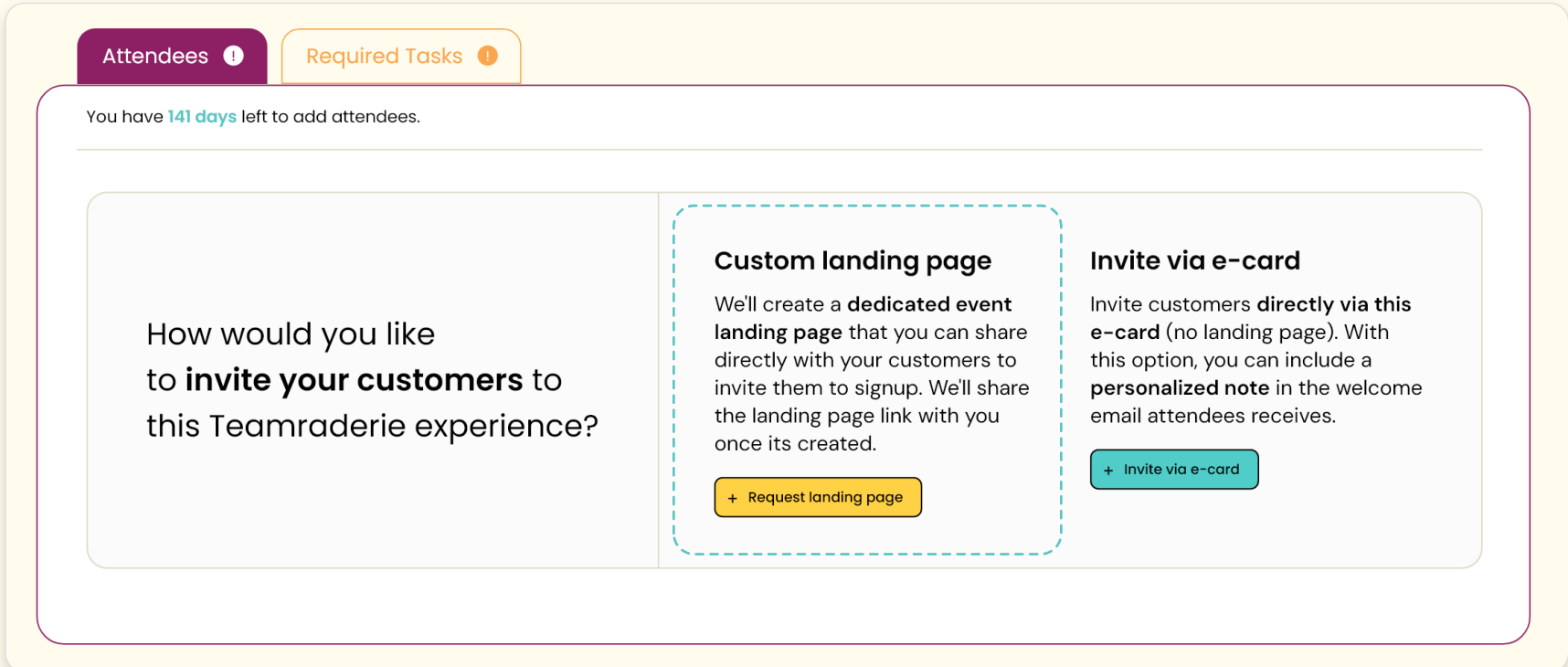


- If you select "invite via e-card" you can invite customers directly through your account center.
- Simply select "invite via e-card" and fill in the form to personalize the invitation and let your attendees know who the invite is from.
- Next, you'll upload your attendees in the account center.
- All invited guests will immediately receive a personalized e-card with the RSVP link in their inbox.
- We will automatically send reminders for you every 3 days leading up to the experience to those who have not RSVP'd.
- You will be able to track responses directly in your account center.

### Option B

### Invite via landing page

Request a custom RSVP landing page link and manually email it to your attendees. You'll manage follow-ups yourself with this option.



- If you select this option, we'll create a custom event landing page for your experience that includes an RSVP form.
- Once the landing page has been created, we'll share the link with you.
- You will then use this link to invite your attendees.

**IMPORTANT:** With this option, you will be responsible for emailing your attendees directly.