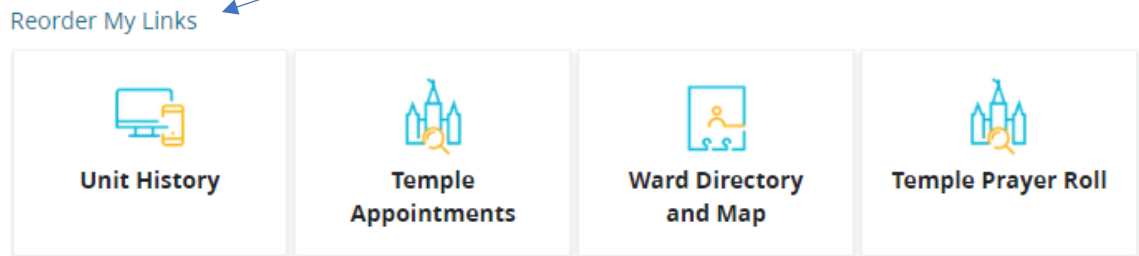


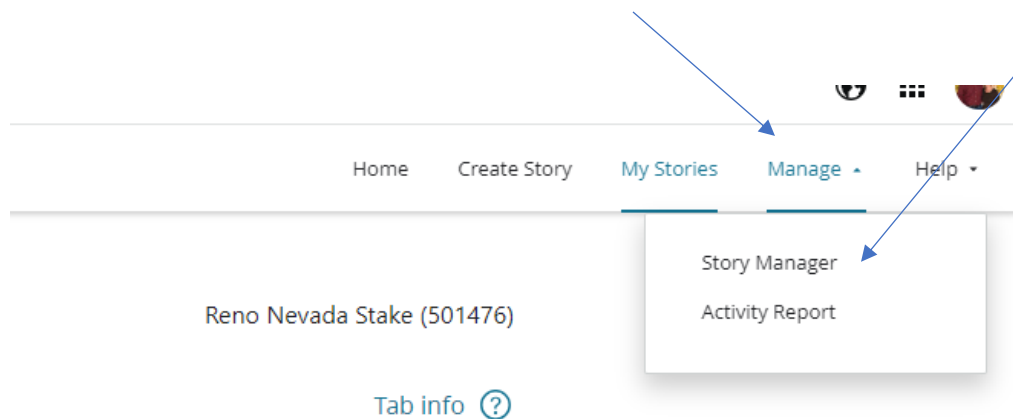
How to send an Invite with the new Unit History tool

Log into *My Home* page on churchofjesuschrist.org. The *My Links* can be reordered, if there is a preference to have the *Unit History* icon listed first, as indicated in the example below.



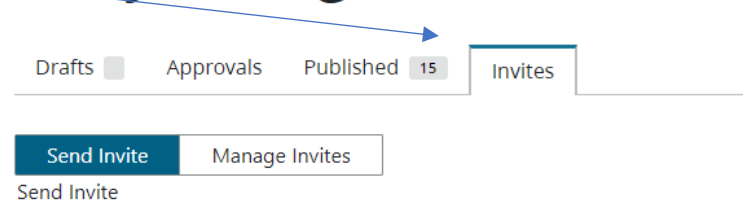
Go into *Unit History* (this can be done by scrolling through all of the icons, until it is located.)

Top, right hand corner, use the pull-down menu on *Manage* and click on *Story Manager*



Click on *Invites* tab

Story Manager



Fill in the page with 1) Recipient (an entire organization can be selected, if this is the preference) 2) Title of the event 3) Start Date/End Date 4) Notes and directions, as needed 5) Send email