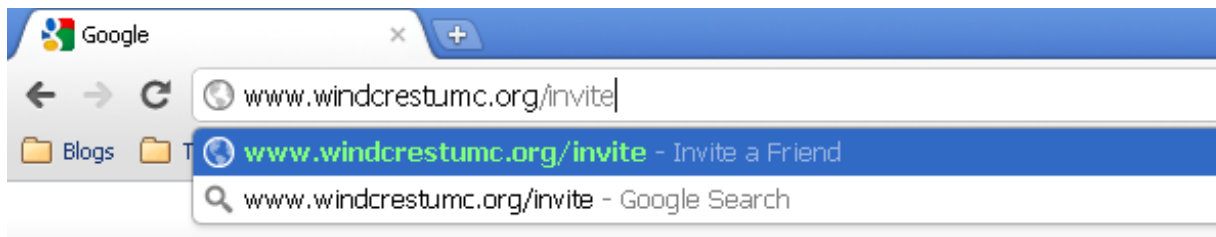


Sending Evites through Facebook *invite your friends using windcrestumc.org*

What is an Evite? Evite stands for *Electronic Invitation*. You can use evites to invite your friends and family to an event. To use evites with Facebook, all you need is a Facebook account. You can share the evite link with all your friends and add a personal message. You can also share the evite link on a friend's wall, on a group or Page wall, or in a private Message. An evite shouldn't replace a face-to-face conversation, but is a tool to make inviting people and spreading the word about an event easier.

That sounds great! How do I send one? Below are step-by-step instructions for sending evites through our website.

1. Open your internet browser (Internet Explorer, Firefox, Safari, Chrome, etc.). In the address bar, type www.windcrestumc.org/invite.



Or, from the www.windcrestumc.org homepage, hover your mouse over **Connect** on the menu, and click on **Invite a Friend**.



2. Welcome to the **Invite a Friend** page! All the evites we have available will be listed on this page. They'll change from time to time, so check back often!

The screenshot shows the top of the website with the church's logo and name: "WINDCREST UNITED METHODIST CHURCH A SPIRITED COMMUNITY SERVING THE WORLD". Below the logo is a navigation menu with links for HOME, ABOUT US, CHILDHOOD EXPRESSIONS, CONNECT, and CONTACT US. The main heading is "Invite a Friend". Underneath is the sub-heading "Invite Someone to Windcrest United Methodist Church". A paragraph of text explains the purpose of the page: "So many people are just an invitation away from coming to church and hearing the life changing message of Jesus Christ. Take a moment and invite one of your neighbors, a friend, or a relative to join us this Sunday, to serve with you in the community, or some other special event." Two event cards are displayed: "INDEPENDENCE DAY celebration" for Sunday, July 3, and "VBS 2011" for July 11-16. Each card has a "Send Evite" button below it.

3. See one you want to use? Great! Click **Send Evite**. A box appears asking you how you'd like to send your evite. Click **Facebook**.

This screenshot shows the same event cards as the previous image. The "Send Evite" button under the "INDEPENDENCE DAY celebration" card is highlighted. A white dialog box with a close button (X) in the top right corner is overlaid on the page. The dialog box contains the question "How do you want to send your evite?" and three options: "Email" (with an envelope icon), "Facebook" (with the Facebook 'f' logo, which is circled in red), and "Twitter" (with the Twitter bird icon).

4. A new window will open. If you're not logged in to Facebook, you'll be asked to enter your email and password to log in.



A screenshot of the Facebook sharing interface. At the top is a blue bar with the text "Share this Link" and a Facebook icon. Below this is a "Share:" dropdown menu currently set to "On your own Wall". The main content area shows a preview of an event titled "Independence Day Celebration At Windcrest United Methodist Church" with a date of "Sunday, July 3". The event description reads: "Let freedom ring! On Sunday, July 3 Windcrest UMC is having a relaxed, fun-filled day with friends. Invite your friends and family to join us at 10:00 am for a combined worship service in the Sanctuary. Immediately following worship we'll enjoy a potluck picnic in the Fellowship Hall and courtyard." Below the preview are navigation arrows, a "1 of 1" indicator, and a "Choose a Thumbnail" option with a "No Thumbnail" checkbox.

You can share this evite link a few ways on Facebook.

- **On Your Own Wall** is selected by default. This shares the evite link as a status update for all your friends to see.
- You can send it to a friend directly by selecting **On a friend's Wall**.
- If you're a member of a group and you'd like to invite all the members, select **In a group** to share the evite link on the group wall.
- If you are the administrator of a Facebook Page (for example, for a business or organization) select **On your Page** to share the evite link with everyone who has "liked" your Page.
- If you'd like to share this evite link with one friend in a private message, select **In a private Message**.



A screenshot of the Facebook sharing interface, similar to the one above, but with the "Share:" dropdown menu open. The menu lists several options: "On your own Wall" (which is checked), "On a friend's Wall", "In a group", "On your Page", and "In a private Message". The background content, including the event preview for "Independence Day Celebration At Windcrest United Methodist Church", is visible behind the menu.

5. When you're done typing your message, click **Share Link** in the bottom right-hand corner of your screen.



6. Visit Facebook.com to see your link.



Congratulations, you've sent your friends an evite to our event!