

## How to Make an Evite

1. Go to [www.evite.com](http://www.evite.com).
2. Click Log In on the top right of the screen.
3. If you have an account, log in with your e-mail address and password.
4. If you do not have an account, create one by providing the required information. You will need to check your e-mail and enter the code they send you to complete your registration.
5. Click on the Invitations button on the top of the screen to get started.



6. Choose a design for your invite. Note that along the left of the screen you can search the designs or browse by theme or holiday.
7. Click on the design of your choice to customize it with your details.
8. Once your details are entered (make sure to verify that the date, time, and address are correct), scroll to the bottom of the screen and click the "Add Guests" button.
9. You can either type in all the e-mail addresses or copy and paste them from another location. I usually just copy the e-mail column from the roster and paste it into the guest list. Make sure to check the "Notify Me When Guests Reply" option if you wish to receive these e-mails.
10. Scroll down to either save the invite to send later, preview it, or send it.
11. You can log back into your account to view the invite, add more guests, and send additional messages to everyone on the guest list.