

## Inviting participants

Ester Andersson - 2024-08-21 - Kom i gang

Det er flere måter å invitere deltakere på, og i denne hjelpeartikkelen vil du lære alle!

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### Manuell

Skriv inn deltakerens fornavn, etternavn og e-postadresse under "Participants" → "Individual". Velg deltakeren du ønsker å invitere til deltakerlisten og klikk på "Send Email".

The screenshot shows the Learnifier web interface. At the top, there is a navigation bar with 'Learnifier' logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, Settings. On the right, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar is a sub-menu with 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', 'SETTINGS'. The main content area shows a course card for 'Introduction to Learnifier' with a thumbnail image of two people. The card includes fields for 'PROJECT TITLE (ADMIN)', 'COURSE TITLE (LEARNER)', 'CREATED', and 'UPDATED', along with buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. Below the course card, there are three tabs: 'Individual', 'Group', and 'Upload'. The 'Individual' tab is active, and a green arrow points to it. The form under the 'Individual' tab has a dropdown menu for 'Search for existing user in organization', and input fields for 'First Name', 'Last Name', and 'Email'. An 'Add participant' button is at the bottom of the form. At the bottom of the page, there is a banner that says 'Calendar invitations are ON. Turn them OFF?' and a search bar for 'Search participants' with a 'Select members in group' dropdown.

### Via liste

Last ned malen som finnes under fanen "Upload" og fyll ut deltakernes informasjon

(fornavn, etternavn, e-postadresse og telefonnummer med landskode). Klikk på "Upload participant list" og send en invitasjons-e-post!

The screenshot shows the Learnifier web interface. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, Settings. On the right, there are search, notification, and user profile icons. Below the navigation bar, there is a sub-navigation bar with tabs: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, SETTINGS. The main content area displays course information for "Introduction to Learnifier". It includes a project title (ADMIN) and a course title (LEARNER), both "Introduction to Learnifier". It also shows creation and update dates: "Demo Ester Monday, May 29, 2023". Below this, there are buttons for "Edit course", "Preview", "Delete", and "Copy". A green arrow points to the "Upload" button in the "Upload participant list" section. This section includes a "Download the template" link, instructions, and an "Upload participant list" button. Below this, there is a section for "Calendar invitations are ON. Turn them OFF?". At the bottom, there is a search bar for participants, a dropdown for "Select members in group", and a row of action buttons: "Send Email...", "Send Text...", "Change Expiration", "Activate", "Add to group", "Move", "Re-enroll", and "Remove". A table header is visible at the bottom with columns: NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, CERT EXP.

## Selvregistrering

Deltakere kan også registrere seg selv for en kurs. Alt du trenger å gjøre er å sende dem den spesifikke lenken som du finner under fanen "Course Page" → "Register". Husk, hvem som helst med lenken kan melde seg på kurset. Du kan også tilpasse selvregistreringssiden slik at den ligner kurset. Angi en passende tittel og beskrivelse, samt et bakgrunnsbilde eller farge ved å klikke på "Edit course page".

Merk: Du kan velge å ha registreringslenken din moderert. Hvis deltakere melder seg på et moderert kurs, vil de bli registrert i kurset, men ikke aktivert. For å bli varslet når en deltaker melder seg på, kan du sette opp en [automatisert kommunikasjon](#).

The screenshot shows the 'Better Working Environment' course page in Learnifier. The course title is 'Better Working Environment' (Learner). It was created by Ester Andersson on Tuesday, January 9, 2024, and updated by Demo Ester on Wednesday, August 21, 2024. The page includes buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. Below the course information, there are sections for 'Course page' (with an 'Edit course page' button), 'Catalog builder' (with a 'Show in catalog builder' toggle set to 'Off'), 'Registration' (with a 'Status' toggle set to 'On'), a 'Link' field containing the URL 'https://demo.learnifier.se/a1/catalog/selfreg/v1-16856-cf8196f6896e7349?prid=16856', and a 'Moderated' toggle set to 'On'.

## Katalog

I katalogen kan deltakere enkelt søke etter og melde seg på kurs ved å klikke på "Register now". Du bestemmer om en administrator eller teamleder må godkjenne eller om kurset skal være åpent for alle deltakere i læringsplattformen din. Katalogen er bare synlig for registrerte brukere, noe som betyr at en bruker må ha blitt invitert til en av kursene dine for å få tilgang til kurskatalogen.

The screenshot shows the 'Catalog' page in Learnifier. The page has a search bar with the text 'Search in catalog' and a dropdown menu for 'Name (A-Z)'. Below the search bar, there are four category buttons: 'Deep-dives', 'Mandatory courses', 'Playbooks', and 'Security'. The main content area displays four course cards: 'Cyber-security training' (Course), 'Life at Learnifier' (Course), 'Playbooks' (Collection), and 'Your new learning platform' (Course). Each card features a representative image and a title.

## Automatisering

Ved å legge til såkalte custom fields\*, kan du sette opp en prosess som automatisk melder

på alle som har rollen "X" (for eksempel "Leder") til et spesifikt kurs. Gå til fanen "Automations" og klikk "Add automation". Velg "Normal mode" hvis bare én regel må oppfylles for at påmeldingen skal skje, eller "Advanced mode" hvis flere regler må oppfylles. I "Advanced mode" kan du også opprette forskjellige regler "i én", ved å kombinere "AND"- og "OR"-regler. Et eksempel kan være at alle fra en bedrift som enten er basert i Sverige eller Norge, skal meldes på et kurs (se eksempelet nedenfor).

The screenshot shows the 'Add automation' dialog in the Learnifier interface. The dialog is titled 'Add automation' and has a close button (X) in the top right corner. It contains the following fields and options:

- Name:** A text input field containing 'Everyone at Learnifier gets Brand Guide'.
- Status:** A toggle switch labeled 'Live' which is currently turned on.
- Rule:** A dropdown menu set to 'Normal Mode'. Below it, a text label reads 'The current rule matches 13 users.' Below that, a rule builder shows 'Company' followed by an equals sign (=) and 'Learnifier', with a close button (X) on the right.
- Actions:** A section titled 'Enroll matching users to project' with a dropdown menu set to 'Learnifier - A Style Guide'.

The background shows the Learnifier dashboard with navigation tabs: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The top right corner has a 'Go To' dropdown, a search icon, a notification bell, a chat icon, and a 'Demo' user profile.