



# Phonevite Instructions

## Create a Phone Group labeled “LOL Members”

1. Login to your Phonevite account at [www.phonevite.com](http://www.phonevite.com)
2. Click on "Phonebook".
3. Click on "Create New Phone Group".
4. Enter the Group Name as "LOL Members" and click "Create".

## Send a Phonevite to Welcome Your New Member

### Step 1. Login to Phonevite

1. Go to <http://www.Phonevite.com>
2. Click “Login” located on the upper right corner of the page.
3. Enter your email address and password and then click the “Sign in” button.

### Step 2. Add Your New Member’s Contact Information to the Address Book

4. Click on Phonebook
5. Click on the group labeled “LOL Members”.
6. Click “Add Contact”
7. Type in your member’s information in the following format:

Member’s First Name & Last Name (ie. Sally Smith)  
xxx-xxx-xxxx (Type your member’s correct number)  
Member’s Email Address

**Important Note:** For International Members type their number exactly as:  
555-555-5555

8. Click “Add”



### **Step 3. Record and Save the Welcome Message**

1. Click "Send Phonevite"
2. Click "New Phone Recording"
3. A new page will appear with your phone number in a box. Click "Call Now"
4. Phonevite will call you. Follow the prompts to record the message.

Hi, this is \_\_\_\_\_ {Your Full Name}, as you know I'm your sponsor with 24/7 Layers of Leadership.

We're calling today to welcome you to the team and offer our assistance to get you started. We also wanted you to experience this amazing voice broadcasting service that is just one of the many automated tools available to you as part of our team. We're very successful & very serious about our business... and we're calling to offer you our training, assistance and support.

Call us back right away at (xxx) xxx-xxxx. Again, this is \_\_\_\_\_ {Your Name} at (xxx) xxx-xxxx. Myself and our team are looking forward to working with you! Have a wonderful day!

5. When you are finished, wait a few seconds and then click the button on the box on the screen to verify the message has been recorded and saved. (It may take a few seconds before it will recognize that you've finished.)
6. You should now be back on the "Send Phonevite" page. If not, simply click the "Send Phonevite" from the menu.

### **Step 4. Rename the Welcome Message**

1. Click the pencil icon next to the message you just recorded.
2. Type in the following as the name of the message:

Welcome to our team!

3. Click "Save"



## Step 5. Schedule the Phonevite

1. Messages
  - Choose the message by click the “Select” button for the message you want to send.
  
2. Phone List
  - Click “Phonebook”
  - Next to the Member Group you want, click “Open”
  - **Find the member’s name** you want to send the message to (you may need to look through the pages as your group gets large)
  - Check the box next to **your chosen member’s name.**
  - Click “Include Selected Contacts”
  
3. Select Options
  - Click “Schedule” to open the scheduling box.
  - Choose the date, time and time zone of when you want the message sent, click submit.
  - Under “Options”
  - Check the following boxes:
    - Send Message via Email Too
    - Request Message-Back

Click “Submit”

A pop up box will appear. Check that everything is correct. If so, click “Submit”.