InviteUsers module

> 🔏 **This article is designated for administrators.**

About

The **InviteUsers module** lets admins create and invite users to the site. You can invite one or multiple users, assign a default role, and control how users complete their account setup.

Invited users can be asked to:

- Set a password
- Confirm their account
- Complete additional registration details

> ℹ️
> This is a Video Portal-only module and requires the Theming module to be enabled.

Configure

1. Go to your Configuration Management console and click on the **Inviteusers** module. You can also navigate to it directly using a link: https://{your_KMS_URL}/admin/config/tab/inviteusers

The 'Inviteusers' page displays.

MANAGE CONFIGURATION | **MANAGE USERS** | **MANAGE GROUPS** | **KNOWLEDGE BASE** | **CLEAR THE CACHE** | **GO TO SITE**

Configuration Management

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Inviteusers

Module Info

Description	The inviteusers module provides the ability to create and invite users to the application. Use the dedicated page to invite one or many users to the site. The registered users can be asked to fill up their password, or fill up missing details in the registration.
	Invite users
Note	KMS only Module. Depends on the **Theming** module.

enabled	No ▾	Enable the Inviteusers module.
defaultRole	viewer Role ▾	The user application role to be set for newly created user
completeTitle	Password has been set	
completeText	Thank you for setting your passwc	
completeSubText	Sign in to the site using your emai	
completeButtonTitle	Login	
completeButtonUrl	/user/login	
invitationEmailType	Send email only ▾	Choose to send an email or a calendar invitation post invitation as the invitation email to the user. Once selected, make sure to choose the email template to use from the fields below. Note: to use calendar invitation, the **loginLogFrom** field must be filled.

2. Configure the following:

Click the **Invite users** button to open the page where you can invite users, as shown in the image below:

Invite users page

enabled - Set to 'Yes' to enable the module.

defaultRole - Select the application role assigned to newly created users from the drop-down list:

- viewer role

- private only role
- admin role
- unmoderated admin role

Post-invitation completion screens

These fields control the screens shown after users complete the invitation or password setup flow.

completeTitle - Title shown after the user sets their password.

completeText - Main text shown after the user sets their password.

completeSubText - Additional text shown below the main message.

completeButtonTitle - Label for the call-to-action button.

completeButtonUrl - URL the user is redirected to after clicking the button.

Invitation email settings

invitationEmailType - Select how invitations are sent from the drop-down list:

- Send email only
- Send both email and calendar invite
- Send calendar invite only

To use calendar invitations, the **loginLogFrom** field must be populated in the BaseSiteRegistration module.

Invitation email templates

These fields require selecting an email template. Email templates are configured in the EmailTemplates module.

invitationEmailTemplate - Choose an email template to invite users to set a password and log in to the site.

ssoInvitationEmailTemplate - Choose an email template to invite SSO users to log in to the site. To set up SSO domains, click **Set SSO Domains** to open the Application module and define the email domains for SSO users.

returningUserInvitationEmailTemplate - Choose an email template to invite returning users who already have a password from a previous event.

invitationConfirmedEmailTemplate - Choose an email template to inform invitees

that their account is confirmed and they're ready to log in.

Registration after invitation

These settings apply when invited users are required to complete a registration form after accepting the invitation. Make sure the Theming module is enabled and the email template includes the {url} token.

Registration page content

registrationFormTitle - Title shown on the registration page.

registrationFormDescription - Description text shown on the registration page.

Invitation registration email settings

inviteRegisterEmailType - Choose how invitation registration emails are sent:

- Send email only
- Send both email and calendar invite
- Send calendar invite only

> ⚠ To use calendar invitations, the **loginLogFrom** field must be populated in the BaseSiteRegistration module.

Invitation registration email templates

inviteRegisterEmailTemplate - Choose an email template to invite users to complete additional registration information.

ssoInviteRegisterEmailTemplate - Choose an email template to invite SSO users to complete registration.

returnInviteRegisterEmailTemplate - Choose an email template to invite returning users to complete registration.

inviteRegisterConfirmedEmailTemplate - Choose an email template to inform invitees that their account is confirmed and they're ready to log in.

Registration completion screen

These fields control the screen shown after invited users complete the registration form.

registrationCompleteTitle - Title shown after registration is submitted.

registrationCompleteText - Text shown below the title.

registrationCompleteButtonTitle - Label for the call-to-action button.

registrationCompleteButtonUrl - URL users are redirected to after completing registration.

Post-event invitation emails

The following optional fields are used only after the event ends.

> ⚠️ Please note the following post-event email fields appear only after an event end time is defined in the **loginLogTo** field in the BaseSiteRegistration module.

invitationEmailTypePostEvent - Choose an email template to invite users to set a password and log in to the site – post event. This email is sent only after the event end time. It's sent to all user types (new, returning, and SSO), even if **Send calendar invite only** is selected in **invitationEmailType**. If left empty, the standard invitation email is used.

inviteRegisterEmailTypePostEvent - Choose an email template to send registrants once they completed the registration form – post event.

invitationConfirmedEmailTemplatePostEvent - Choose an email template to inform invitees that their account is confirmed and they're ready to log in – post event.

If any post-event invitation email field is left empty, the system continues using the existing invitation and registration email templates and calendar invite behavior.

3. Click **Save**.