

InviteUsers module

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 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

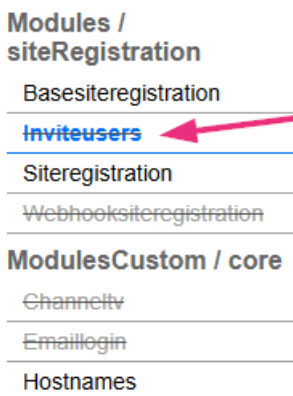


This is a Legacy Video Portal-only module and requires the [Theming module](#) to be enabled.

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.

- 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.

ssolInviteRegisterEmailTemplate - 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.

registrationCompleteButtonText - 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 a template ▾

Choose an email template to invite users to set a password and login to the site - post event ([Configure email templates](#)).

inviteRegisterEmailTypePostEvent

Choose a template ▾

Choose an email template to send registrants once they completed the registration form - post event ([Configure email templates](#)).

invitationConfirmedEmailTemplatePostEvent

Choose a template ▾

Choose an email template to inform invitees that their account is confirmed and they are ready to login to the application - post confirmation page - post event ([Configure email templates](#)).

Save

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**.
