Inviting new members to your Fraternity/Sorority

This guide will show you how to invite new members to your Fraternity/Sorority.

Log in to FSLP Members Website
Login to the FSLP Members Website at https://members.fsl.uiowa.edu

Go to Invitations page

Select "Invitations" from the main landing page.
Add members using their HawkID

Type, or paste, HawkIDs into the **input box** (1). You can paste multiple HawkIDs directly from an Excel spreadsheet or other source. If you type in a single HawkID, hit the enter button or **click on the button** (2) to add it to the results list. If you paste in multiple HawkIDs they will be automatically added to the results list.
Add members using their HawkID - 2

Any HawkIDs that are invalid will show up in the section marked (1) as shown above. Valid HawkIDs will appear in the results list (2).
Review and Invite - 1

When you are ready to invite students, click on the Review button (1).
Review and Invite - 2

Review the list that pops up and if everything looks correct, click on the **Invite** button (1).
To view invitations you’ve sent, click on the View Invitations button (1).
Viewing Invitations - 2

Here you can see the invitations sent by each semester.

<table>
<thead>
<tr>
<th>Members</th>
<th>Invitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herky Hawk</td>
<td><a href="mailto:herky-hawk@uiowa.edu">herky-hawk@uiowa.edu</a></td>
</tr>
<tr>
<td>New Member</td>
<td><a href="mailto:new-member11@uiowa.edu">new-member11@uiowa.edu</a></td>
</tr>
</tbody>
</table>

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