# Adding Individuals to Your Class

Catechists can add disciples to their class by adding them manually with names and email addresses or by providing their disciples with a link or code to join the class. There are four ways to invite disciples, including by typing in their names and contact information, by sharing a downloadable PDF available through Remind, by telling them to text your class code to a specific phone number, or by sharing a link with them. **Sharing a link is the simplest way for a catechist to ask others to join his or her class on Remind.**
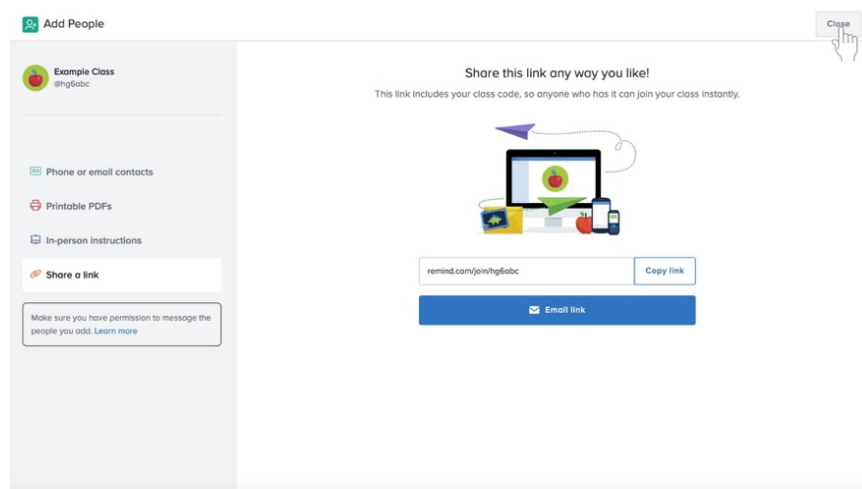
Navigating to the Add people section of Remind

- No matter where you are in Remind, click on the **Add people** button at the top right corner of the page.
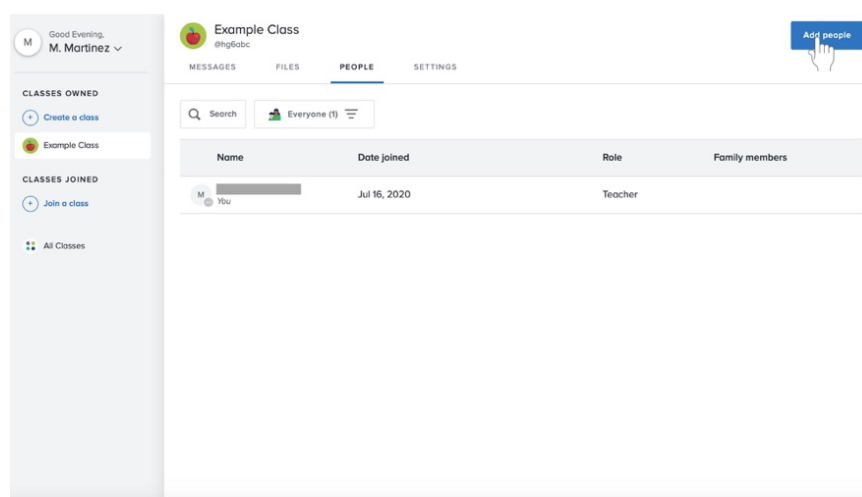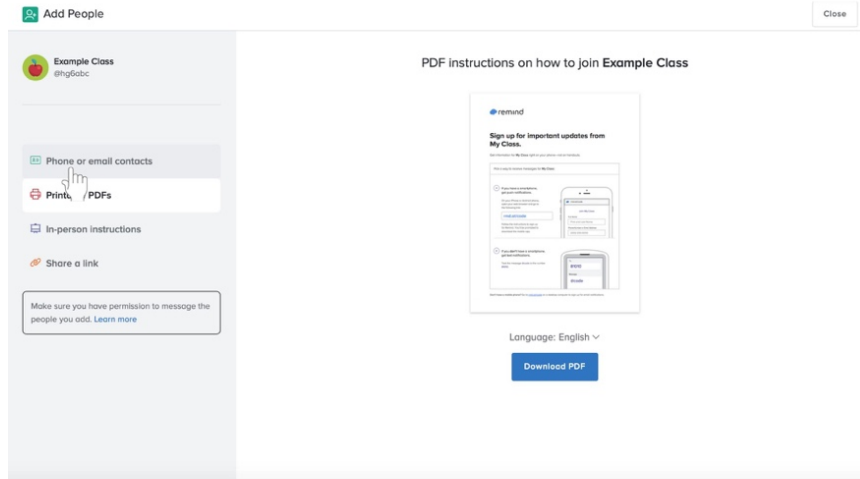

Getting out of the Add people section of Remind

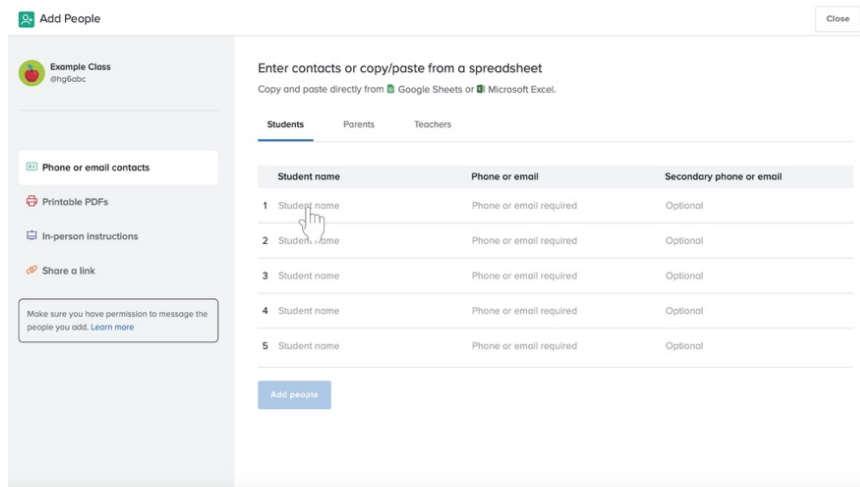- Click on the **Close** button at the top right corner of the page.

Adding disciples by typing in contact information

1. On the **Add People** page, navigate to the **Phone or email contacts** option next to the green business card icon on the left side of the screen.

2. Click on the light gray **Student name** underneath the **Student name** label. Type in a name.

3. After typing in the name for that disciple, type in their phone number or email address by clicking on the light gray **Phone or email address required** next to that person's name.

4. Continue for each individual disciple and their information.
5. OR **if the disciples' names and phone numbers are in an Excel spreadsheet**, copy the information for all disciples, click an empty **Student name** in light gray, and paste the information.
6. When you are finished, click the blue **Add people** button at the bottom of the area in which you add names and contact information.
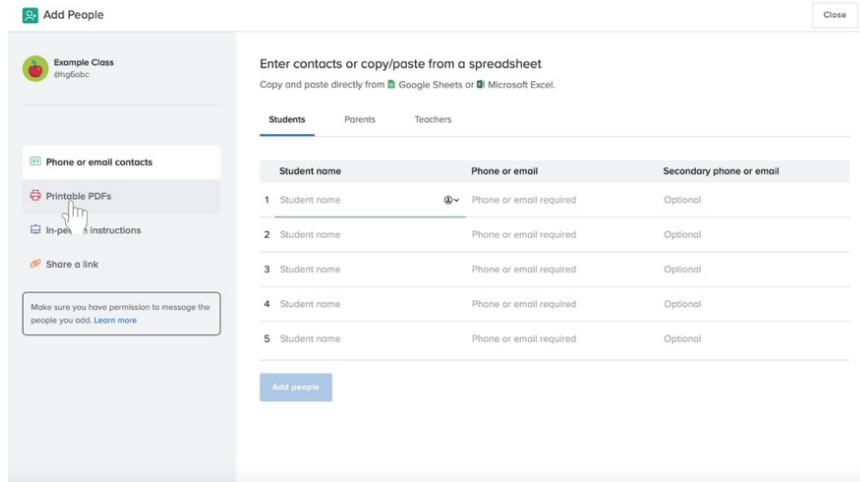
Adding disciples by distributing a printable PDF

1. On the **Add People** page, navigate to the **Printable PDFs** option next to the red printer icon on the left side of the screen.
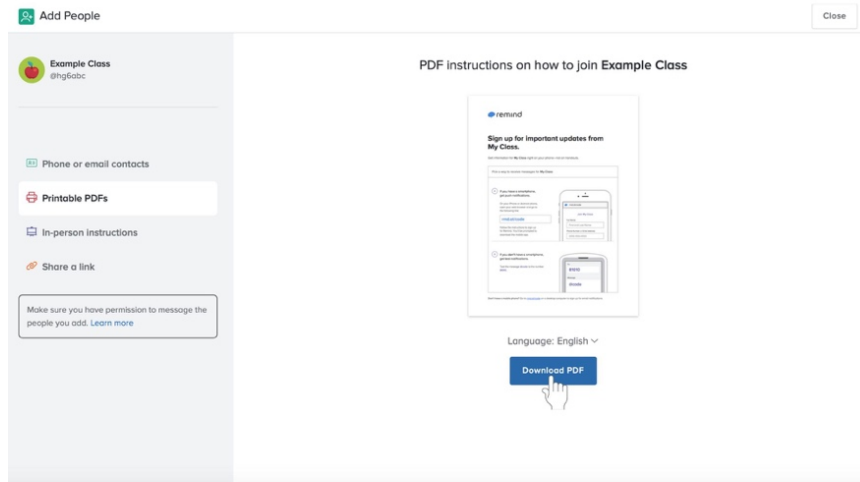

2. Click the blue **Download PDF** button towards the bottom center of the screen.

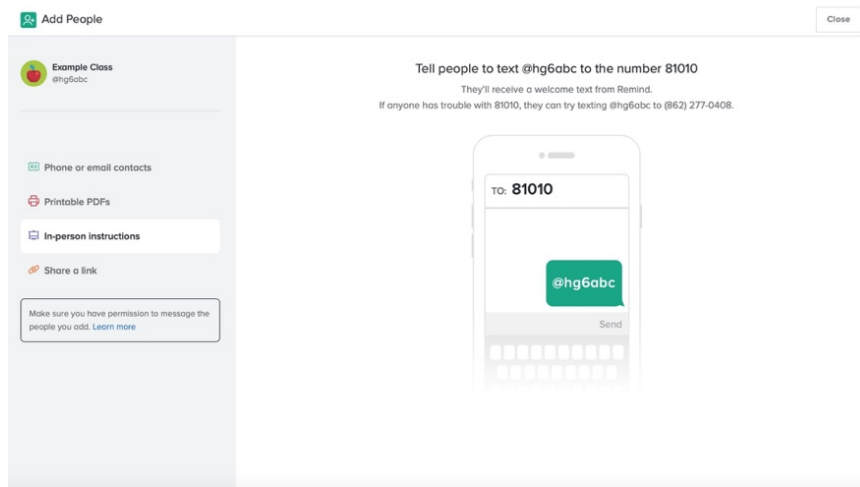3. Your PDF will download. You can now save or print the PDF.

Adding disciples by sharing prewritten instructions

1. On the **Add People** page, navigate to the **In-person instructions** option next to the blue projection screen icon on the left side of the screen.
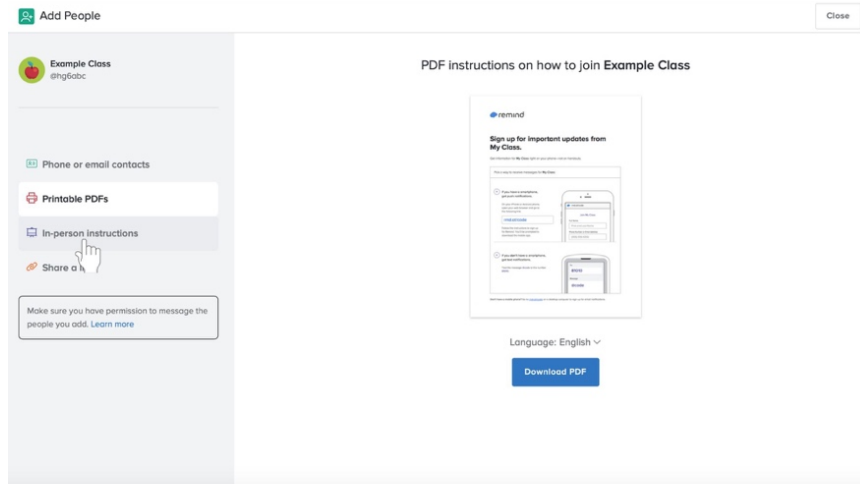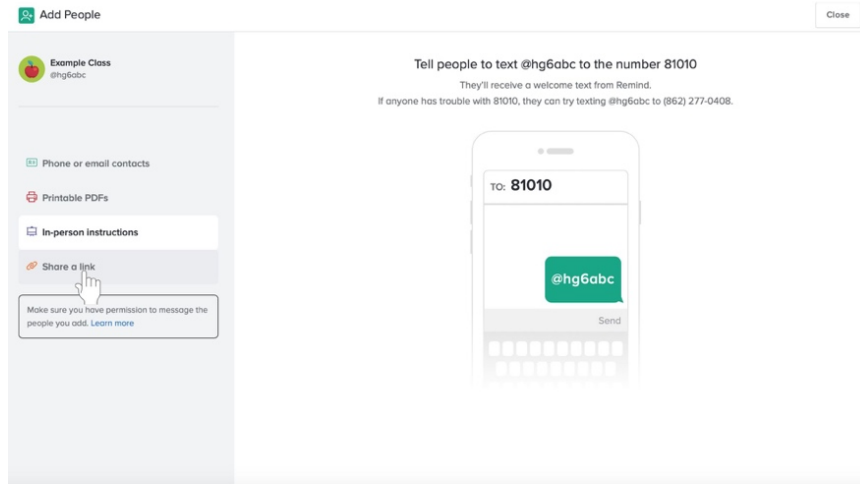

2. Read the directions on the page to tell participants how to join the class on Remind.

    a. Tell the participants to text the code to the number specified.

Adding disciples by sharing a link

1. On the **Add People** page, navigate to the **Share a link** option next to the orange link icon on the left side of the screen.

2. Share the link.
   a. Click on the blue outlined **Copy link** button next to the link. (**Tip**: You can share this on your Google Classroom stream.)