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.

Good Evening. M. Martinez ~	Example Class ehg6abc MESSAGES FILE			Add people
CLASSES OWNED				
(+) Create a class	Q Search 🚔 Ev	veryone (1)		
example Class	Name	Date joined	Role	Family members
CLASSES JOINED				
(+) Join a class	M You	Jul 16, 2020	Teacher	
All Classes				

Getting out of the Add people section of Remind

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

Add People		Close
Example Cless @hg6abc	Share this link any way you like! This link includes your class code, so anyone who has it can join your class instantly.	Y.J
Phone or email contacts Printable PDFs In-person instructions		
🥔 Share a link	remind.com/join/hg6abc Copy link	
Make sure you have permission to message the people you odd. Learn more	🖉 Emdil link	

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.

Add People	Close
Example Class BhgGobc	PDF instructions on how to join Example Class
Phone or email contacts Print, PDFs In-person instructions Share a link Make usery you have parmitulan to message the people you add Learn more	<pre>end figure/</pre>

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

@hg6obc	Copy and paste directly from Copy and paste directly from Go	ste from a spreadsheet ogle Sheets or G I Microsoft Excel. Teachers	
Phone or email contacts	Student name	Phone or email	Secondary phone or email
Printable PDFs	1 Studept name	Phone or email required	Optional
In-person instructions	2 Student ame	Phone or email required	Optional
Share a link	3 Student name	Phone or email required	Optional
oke sure you have permission to message the sople you add. Learn more	4 Student name	Phone or email required	Optional
ropie you daa. Learn more	5 Student name	Phone or email required	Optional
	Add people		

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.

Example Class @hg6abc	Enter contacts or copy/pc Copy and paste directly from G Students Parents	ioogle Sheets or Q I Microsoft Excel.	
Phone or email contacts	Student name	Phone or email	Secondary phone or email
Printable PDFs	1 Example Student	Phone or email required	Optional
In-person instructions	2 Student name	Pho _{re} or email required	Optional
🥙 Share a link	3 Student name	Phone or email required	Optional
Make sure you have permission to message the people you add. Learn more	4 Student name	Phone or email required	Optional
people you dod. Learn more	5 Student name	Phone or email required	Optional
	Add people		
	Add people		

- 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.

Example Class ehg6abc	Enter contacts or copy/pas Copy and paste directly from B God		
	Students Parents	Teachers	
Phone or email contacts	Student name	Phone or email	Secondary phone or email
Printable PDFs	1 Example Student		Optional
Din-person instructions	2 Student name	Phone or emoli required	Optional
🥙 Share a link	3 Student name	Phone or email required	Optional
Make sure you have permission to message the people you add. Learn more	4 Student name	Phone or email required	Optional
	5 Student name	Phone or email required	Optional
	Add people		

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.

@hg6abc	Copy and paste directly from		or D i Microsoft Excel.	
Phone or email contacts	Student name		Phone or email	Secondary phone or email
Printable PDFs	1 Student name	٩~	Phone or email required	Optional
In-per hinstructions	2 Student name		Phone or email required	Optional
Share a link	3 Student name		Phone or email required	Optional
lake sure you have permission to message the eaple you add. Learn more	4 Student name		Phone or email required	Optional
eopie you add. Learn more	5 Student name		Phone or email required	Optional
	Add people			

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

Add People	Close
Example Class Øhg6abc	PDF instructions on how to join Example Class
Phone or email contacts	entranci Eggs up for Important updates Rown May Control to the second on
Printable PDFs	Comparisonments
In-person instructions	Image: Constraint of the second se
🥔 Share a link	Construction and the second se
Make sure you have permission to message the people you add. Learn more	Longuage: English ~ Download PDF

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.

📯 Add People	
Example Class ehg6abc	PDF instructions on how to join Example Class
Phone or email contacts	erremnd Sign on the Important capitries from Workson
Printable PDFs In-person instructions	
Share a h	Comparison of the second secon
Make sure you have permission to message the people you add. Learn more	Language: English ~
	Download PDF

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

📯 Add People	Close
Example Class ehg6abc	Tell people to text @hg6abc to the number 81010 TheyII receive a welcome text from Remind. If anyone has tooble with 81010, they can try texting @hg6abc to (862) 277-0408.
Phone or email contacts Printable PDFs In-person instructions	το: 81010
Share a link Share a link Moke sure you have permission to message the people you add. Learn more	@hg6abc Send

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.

R Add People	Close
Example Class chg6dbc	Tell people to text @hg6abc to the number 81010 They'll receive a welcome text from Remind. If anyone has trouble with 81010, they can try texting @hg6abc to (862) 277-0408.
Phane or email contacts Printable PDFs	то: 81010
In-person instructions Share a lipik Moke sure you have permission to message the propie you add. Learn more	@hg6abc Send

- 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.)

😣 Add People		Close	
Example Class ehg6obc	Share this link any way you like! This link includes your class cade, so anyone who has it can join your class instantly.		
Phone or email contacts Printable PDFs In person instructions			
Share a link Mole sure you have permission to message the people you add. Learn more	rentind com/joinhg6otc		