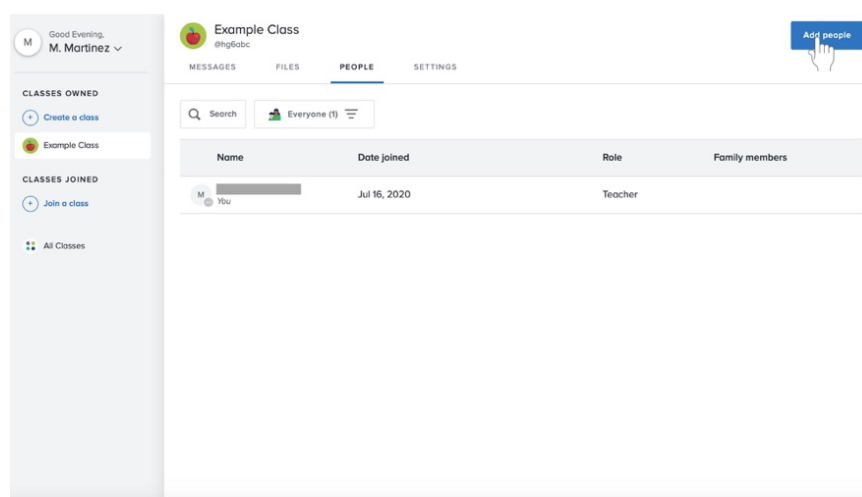


## Adding Individuals to Your Class

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.**

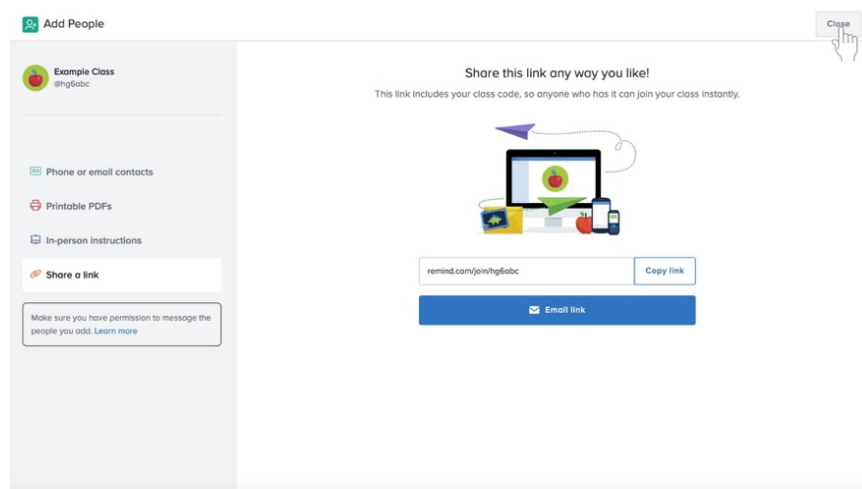
### Navigating to the Add people section of Remind

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



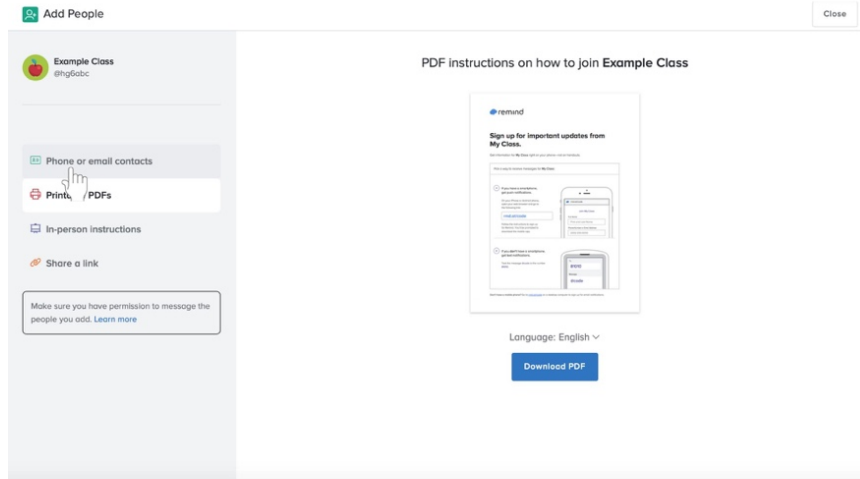
### Getting out of the Add people section of Remind

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

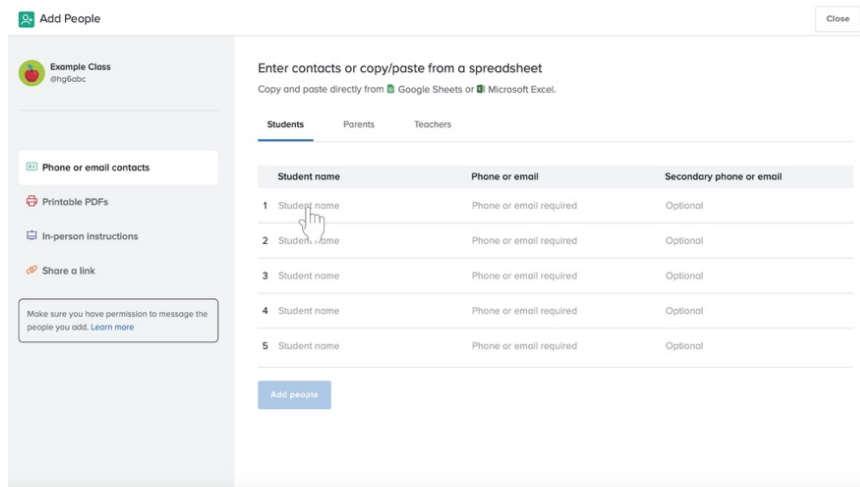


## Adding disciples by typing in contact information

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.



- 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.

**Add People** Close

Example Class  
@hg6abc

Phone or email contacts  
Printable PDFs  
In-person instructions  
Share a link

Make sure you have permission to message the people you add. [Learn more](#)

Enter contacts or copy/paste from a spreadsheet  
Copy and paste directly from Google Sheets or Microsoft Excel.

Students Parents Teachers

Student name	Phone or email	Secondary phone or email
1 Example Student	Phone or email required	Optional
2 Student name	Phone or email required	Optional
3 Student name	Phone or email required	Optional
4 Student name	Phone or email required	Optional
5 Student name	Phone or email required	Optional

**Add people**

- Continue for each individual disciple and their information.
- 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.
- When you are finished, click the blue **Add people** button at the bottom of the area in which you add names and contact information.

**Add People** Close

Example Class  
@hg6abc

Phone or email contacts  
Printable PDFs  
In-person instructions  
Share a link

Make sure you have permission to message the people you add. [Learn more](#)

Enter contacts or copy/paste from a spreadsheet  
Copy and paste directly from Google Sheets or Microsoft Excel.

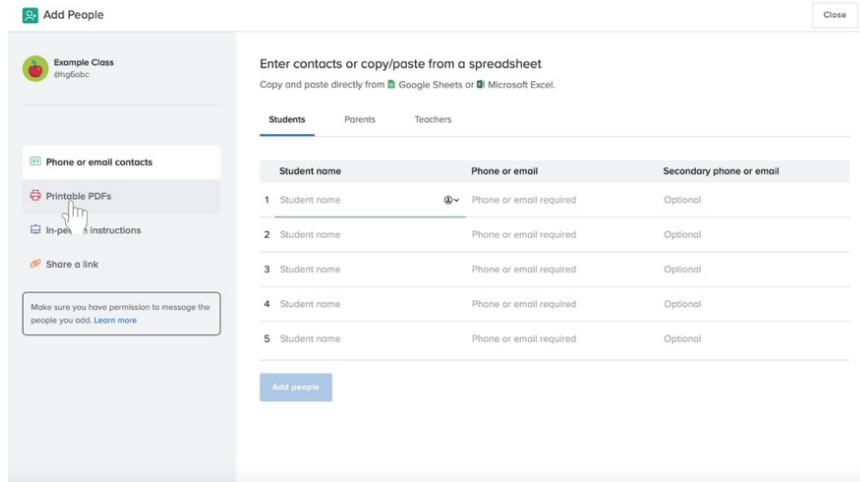
Students Parents Teachers

Student name	Phone or email	Secondary phone or email
1 Example Student		Optional
2 Student name	Phone or email required	Optional
3 Student name	Phone or email required	Optional
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.

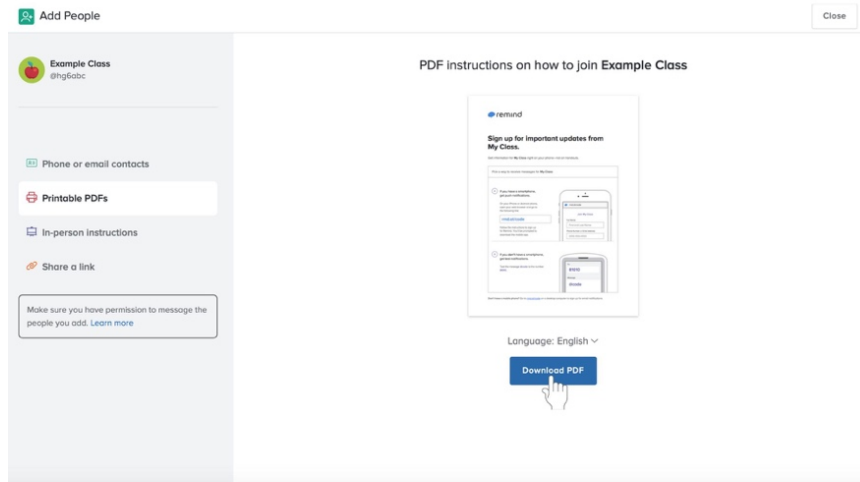


The screenshot shows the 'Add People' interface for 'Example Class'. On the left sidebar, the 'Printable PDFs' option is highlighted with a mouse cursor. The main content area is titled 'Enter contacts or copy/paste from a spreadsheet' and features a table for adding student contacts.

Student name	Phone or email	Secondary phone or email
1 Student name	Phone or email required	Optional
2 Student name	Phone or email required	Optional
3 Student name	Phone or email required	Optional
4 Student name	Phone or email required	Optional
5 Student name	Phone or email required	Optional

An 'Add people' button is located at the bottom of the table.

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

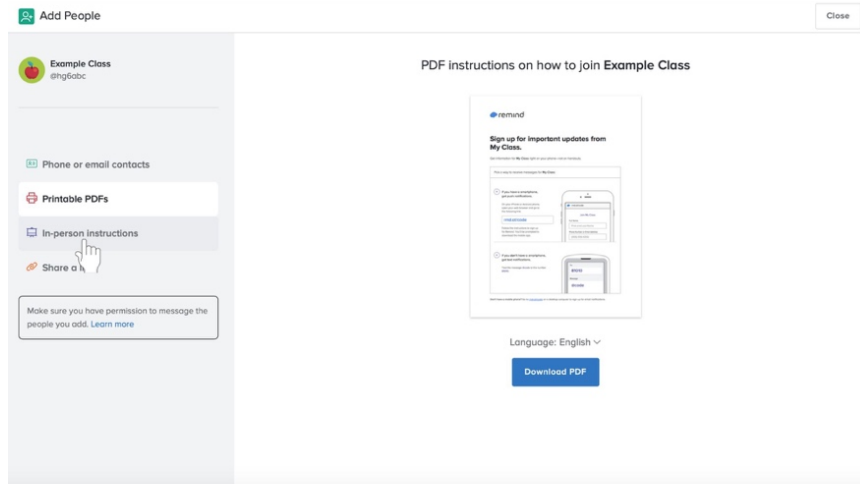


The screenshot shows the 'Add People' interface with the 'Printable PDFs' option selected. The main content area displays 'PDF instructions on how to join Example Class'. A preview of the PDF is shown, featuring a 'remind' logo and the text 'Sign up for important updates from My Class.' Below the preview, there is a 'Language: English' dropdown menu and a blue 'Download PDF' button with a hand cursor pointing to it.

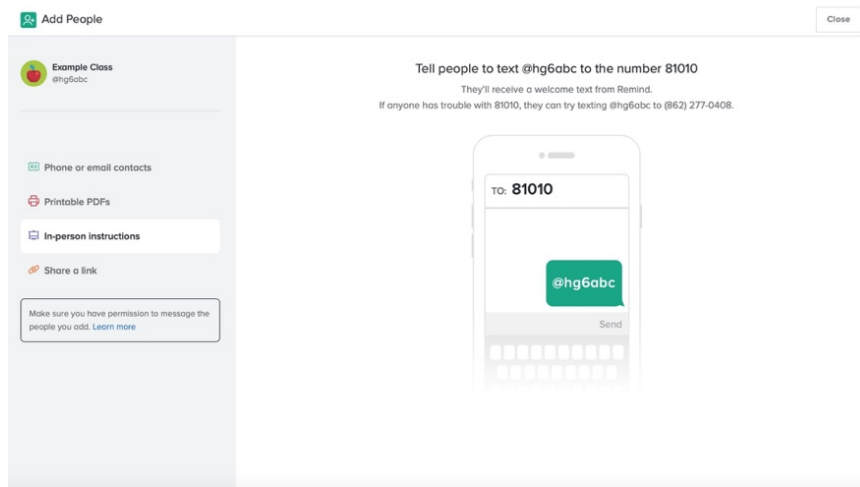
3. Your PDF will download. You can now save or print the PDF.

## 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.



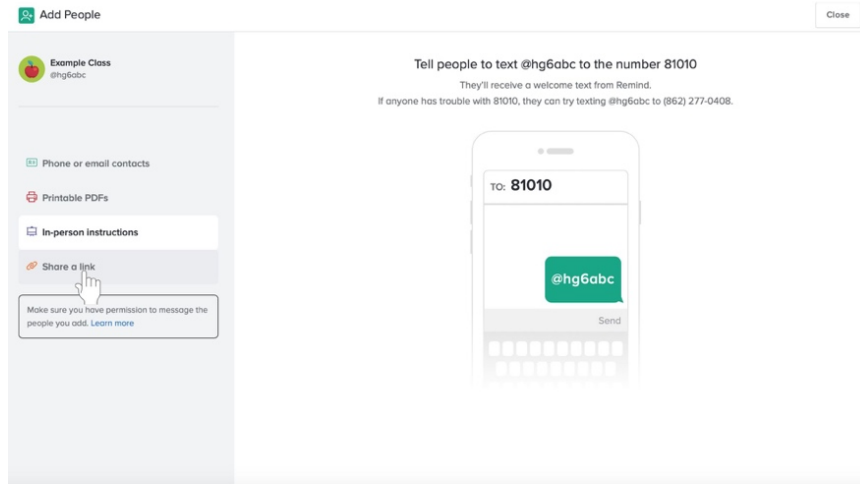
2. Read the directions on the page to tell participants how to join the class on Remind.



- 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.)

