## Send Invite Email Basic Course:

On the attendee list managed by a Trip Coordinator, the Trip Coordinator can select specific attendees, multiple, or all and click a button to send them an invite email. A count of how many attendees are invited is kept and updated.

## **Alternate Course:**

- If the logged in user does not have access to the attendee list they will be redirected to home.
- If the attendee's email bounces the trip coordinator is alerted.
  - If the Trip Coordinator tries to select more attendees than the limit for the event the will not be able to send the invite email.

