

Invite Participants

Invite Participants for TeamTime Evaluation

After having [selected participants](#) to evaluate the project and assigning them [roles to evaluate objectives and/or alternatives](#), you can invite the participants into TeamTime Evaluation.

This can be done in **COLLECT INPUT > TeamTime Evaluation > Invite Participants**.

In addition to the two ways of inviting participants to a TeamTime session from the [Select Participants](#) screen, you can invite participants in four ways from this screen:



(1) Invite by email

A template for the email is provided, which can be edited to explain the purpose of the evaluation and provide any other information or hyperlinks that you want to convey to the evaluators.

You can edit the invitation and add variables that Comparison will replace with the appropriate information before the email is sent. You can add links to any information that you would like the participants to see before the meeting, such as an agenda stored on a Website or in a Dropbox file.

(2) Invite by phone

Instructions are provided that you can give to a participant over the phone. The instructions include the URL of the site hosting the TeamTime meeting and the meeting ID. The participant must have already been added to the project and selected to participate beforehand.

(3) Copy and paste

Instructions are copied to the clipboard so you can send them to a participant via email, instant message, etc. The instructions include the URL of the site hosting the TeamTime meeting and the meeting ID. The participant must have already been added to the project and selected to participate beforehand.

(4) Participant Specific Links

The Participant Specific Links tab provides a (unique) Teamtime link, and an email address is generated for every **registered participant** in the model. The Project Manager can use these links in any way that they desire.

