# Creating Invites and Reminders

**Make sure your survey is finalized!!**
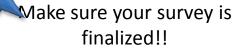
*Did you send test invites for review?
*Do you have the correct survey type?

Make sure the sender name is someone the participant will recognize

Someone who can answer questions about this survey

| | | |
|---|---|---|
| Sender Name * | Someone the participants will recognize | |
| Sender Email Address * | anAnswerQuestions@AboutThisSurvey.com | |
| Bcc Email Address | | |
| Subject * | Indicates this is NOT spam | |
| Invitation Image | ☐ Add Image | |

•Call to Action
•Make reader recognize this is important business and not spam

Email Content: (Limit: 3,000 characters)

Advanced Customization

Customize text formatting here like **bold** or *italics*

Dear Friend,

You have been invited by Zarca Interactive to offer your valuable opinion in a important survey.

Your feedback will directly and immediately impact product and service related decisions at Zarca Interactive.

<-----Place this line where you wish the survey link to appear----->

Thank you for your participation. It will help Zarca Interactive improve its products and services.

Design   HTML

If you want to use mail merge please refer to the list manager handout

**Don't edit or delete these arrows <>!!**
This is where the survey links will appear.

Customize your invite text with info like:
•Purpose of survey
•Completion deadline
•What will be done with the data collected
•Any other relevant info

nd Color   E1EBF4

You can change the background and border color here

Opt out options will be here as well- You can give the option to opt out from emails about this survey or all future surveys

ZARCA INTERACTIVE®
KNOW WHAT'S NEXT™