



Dear IFI Group Host:

We appreciate you standing with IFI and serving internationals as we prepare for the IFI Livestream Fundraising Event: *Making a World of Difference* on Saturday, April 25th at 6pm. Because now more than ever, we can be a part of His work of spreading hope to every nation, tribe, people and tongue, from wherever we are. For such a time as this, together let's say, "Use me Lord" for greater things.

The event would not be successful without your help. **Since the event is virtual there are no physical limitations about the number of friends who can join, and they can join from anywhere!** We have updated the e-vites, auto response messages, and sign up form to reflect the change to a livestream event. Although this is an online event, it is important that you intentionally invite believing friends who have a heart for the world. We ask that you send personal e-vites and ask your guests to pre-register using the electronic reservation system. Please **do not** post the event on social media.

Now is the time to invite friends to the event and ask them to pre-register before April 24th! We know you may have questions, so we have created updated resources to assist you in your important role. Please download and carefully review the attached documents.

- Frequently asked questions about the event and your role
- A Group Host Checklist
- Ideas for inviting your friends
- A sample email explaining that the Banquet is now a Livestream event.
- Tutorial on using the electronic invitation system

Remember that the IFI Staff and your Captain are praying for you. We are here to assist you if you have questions. **Would you join us in daily prayer for the livestream fundraiser?** We appreciate your heart for internationals.

Blessings,
Leila Gardner
l.gardner@ifipartners.org

and
Tish Krajnak
t.krajnak@ifipartners.org
Table Host Committee Chairs



Live Stream 2020 - Frequently Asked Questions for Group Hosts

What is a livestream event?

All who are registered will join online at 6pm on 4/25 to watch inspiring testimonies of God's work among internationals from their living rooms or wherever they are.

Why are we doing a livestream event?

We care about the safety and health of you and your friends and believe that a live-stream is the best way to communicate how IFI is making a world of difference in the lives of internationals who are extending His love to their nations.

Will I still be needed as a Table (Group) Host?

Yes! We need your help now more than ever to tell your friends about IFI and personally invite them to this inspiring event. You will now be a **Group Host**! You will be inviting believing friends to pre-register using the e-vite system, be able to see who has responded and help IFI to follow up with those who have not responded.

What happens to the people who were already registered as guests before it was a livestream?

They don't need to do anything. IFI will be in communication with them about how to join the livestream.

Who should I invite?

Since it is an online event, now more people can participate! You are not limited to a table of 10 seats. Please be intentional about who you invite! Friends at church, in Central Ohio, and in other parts of the US who share your passion to see international students reached with the hope of the gospel so they can impact their countries. But please **do not** post this event on social media, such as Facebook.

How do I invite people?

Use the electronic reservation system to send a personal e-vite, ask them to pre-register by April 24th, and call them on the phone.

Should I do anything on the day of the event?

IFI will be sending postcards and emails, but please follow up with your friends to remind them to attend the livestream.

Should I do anything after the event?

More info will be coming from IFI about this.



IFI Livestream Event 2020- Group Host Check List

_____ **Resources:** Carefully review all of the resources in this packet.

_____ **Pray:** Ask God to help you identify who to invite. Please carefully read the document: “Inviting Friends”. This is online, so even friends outside of Central Ohio can participate!

_____ **Group Host Email:** Did you receive the Group Host Instructions email after you registered? If not, please check your spam folder. You will use the “Manage My Table” link in the email to send e-vites, register guests, and track responses. Contact Tish at: tish@ifipartners.org if you don’t have the email.

_____ **Follow up to ensure your Guests are pre-registered:**

1. Respond to the e-vite you sent them. They are automatically placed in your group.
2. Guests can pre-register themselves by contacting Registration Coordinators: call (614) 715-4730 or email livestream2020@ifipartners.org. Please tell guests to ask to join your group.
3. You can pre-register your guests using the online system. (see instructions below).

When you register guests: please include **all of their contact info.**

_____ **Full name of each guest (Spouses also)** *This information is used for email communication, please make sure you spell the names correctly.*

_____ **Enter their mailing address** *(Please do not put your address.) We use this address to mail a postcard reminder.*

_____ **Email address.** *We will use this to send (1) reminder about the event. (Please do not put your email address or make up an email address.)*

_____ **Phone number.** *Helpful for follow up later, if we need to text or call them.*

_____ **Church they attend.** *Please include the church they attend if you know.*

_____ **Pre-registration Deadline:** Please try to have all of your guests pre-registered by **April 24th**.

_____ **Group Captain/Mentor:** We have assigned a Captain to pray for you. Also, let them know if you have questions, need any help, or have specific prayer requests.

_____ **On April 24th:** Remind your friends to join the livestream! (Call, text, or email.)

Thanks for serving!



IFI Livestream 2020 Suggestions for Group Hosts about *Inviting Friends*

Prayerfully consider who you might invite to attend the livestream.

- Your Pastor(s) and/or Mission Board members.
- Family members and friends at church who are interested in missions.
- Those who have the ability to join our mission financially.
- Since this is an online event, please remember to consider friends and family who are outside of Central Ohio and have a heart to see God's love extended globally to the nations.
- Please **do not** invite non-believers. (*This is a fundraising event for potential financial partners and not an evangelistic event*). If you have questions about this, please contact Leila at: l.gardner@ifipartners.org

How do I invite friends?

- ***Be intentional!*** Make a list of 20-50 people (see ideas above). Prioritize the list and invite and follow up the first 20, then the next 20 and so on until you have finished.
- Send a personal electronic invite using the link in the "Group Host Instructions" Email. (If you don't have this email, please email: tish@ifipartners.org to request us to resend it.)
- Follow-up with a phone call to those who have not responded.
- Use the online system to check to see if folks pre-registered and/or to register folks (Please refer to the instructions in this packet if you don't know how to do this.)
- If you or your guests need help with pre-registering, please contact the Registration Coordinators at livestream2020@ifipartners.org or (614) 715-4730.
- Please **do not** post this event on Facebook or other social media.
- Please invite and have everyone pre-registered by **no later than April 24th**.



Sample Script- For inviting people to Livestream2020

Event is now a Livestream

Hello

The IFI fundraising banquet “Making a World of Difference” is now a livestream fundraising event on Saturday, April 25th at 6pm! I/We hope you will join us/me and others, who share the desire for God’s love to be extended to the nations. You can join this online event from your home. The following will be shared at the event:

- **Inspiring** personal testimonies of transformed lives
- **Informing** updates on strategic mission outreach and accelerated growth
- **Impelling** ways you can help reach the Nations right now from your own living rooms

In this time of heightened uncertainty, even more students are seeking answers and hope. Now more than ever, you can be a part of His work to reach every nation and tribe, people and tongue, from wherever you are.

See how God can use your time, talent, and treasure to impact internationals right now. Please look for the e-vite from me and pre-register to attend by April 24th.

Thanks for your heart for internationals.

Group Host Tutorial for Using Electronic Invitation System

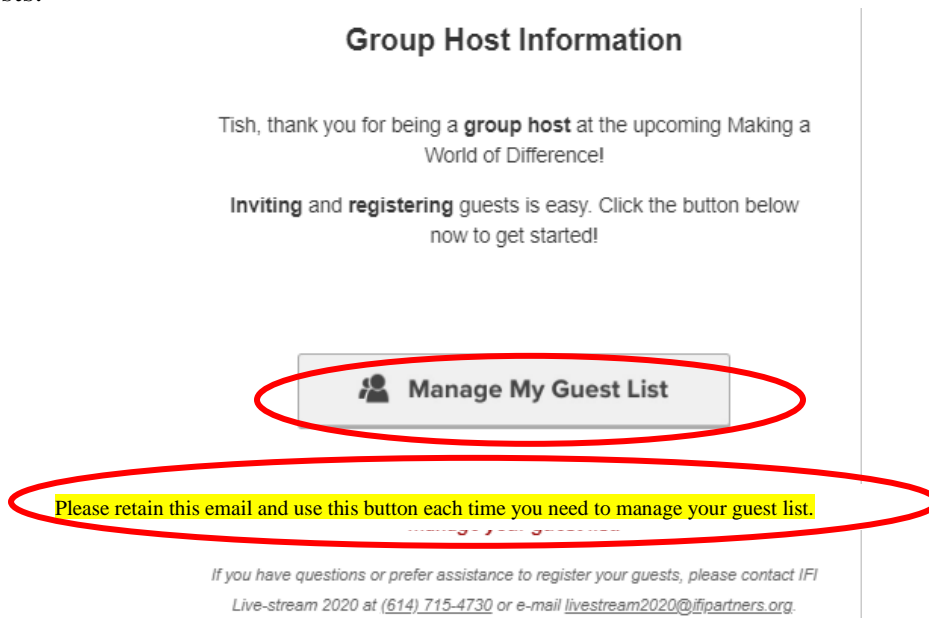
When you registered as a Group Host you should have received two emails:

1. **Thanks for registering for the Making a World of Difference Email** (Registration Confirmation)
2. **Group Host Instructions Email**

Both of these emails will have International Friendships as the sender, but the email address it is coming from is email@mynistrysync.com. **Be sure to check your spam folder if you don't see these emails in your Inbox folder.**

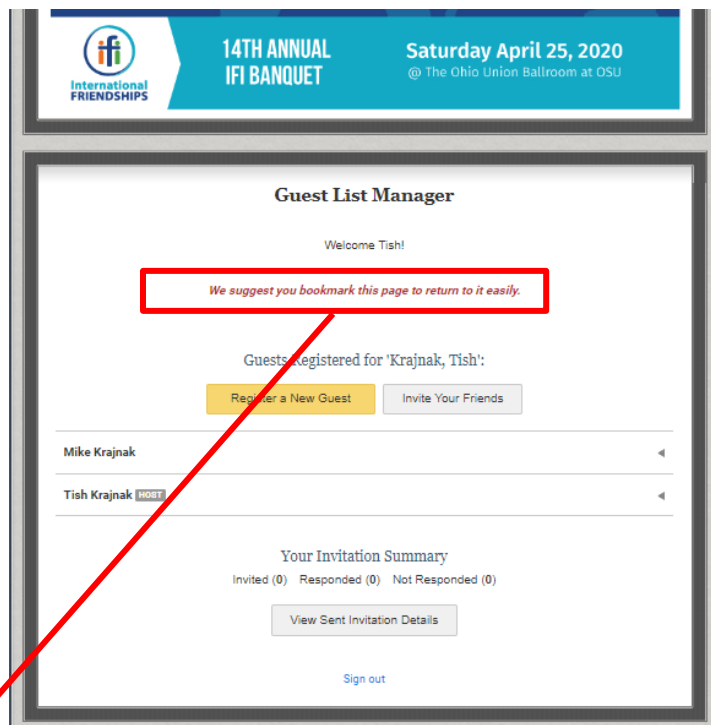
(Please email Tish at tish@ifipartners.org to request another email to be sent to you)

You need to keep the email that contains the Group Host Instructions. This email will allow you to send invites and register guests.



Or bookmark the page (see below).

If you click on "Manage My Guest List" from the Table Host Instructions email, you should get a screen that looks like this:



It is a good idea to bookmark the page so you can easily find it.

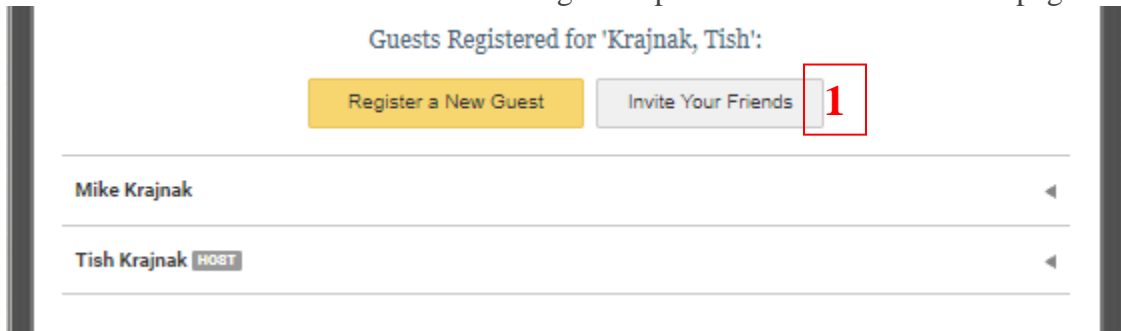
Using the Guest List Manager (Host Information)

To get started, click the **Manage My Guest List** button in your email.

Inviting your friends

Send an invitation to your friends so they can register to the event or decline the invitation. When your guests Accept or Decline from your invitation, they will automatically be marked as responded.

1. Click **Invite Your Friends** in the Table Host Manager to open the Invite Your Friends page



2. In the top text box of the form, enter in one or more email addresses of people to invite (addresses must be separated by commas). **Only 50 invitations can be sent at a time**
3. **In the second text box, write a personal note encouraging invitees to come.**
4. Check **Email me when my guests** register to be notified when these invitees register.
5. Click **Preview Email** to see what the email will look like.
6. Click **Send Invitations** to complete the process.

Invite Your Friends to Making a World of Difference

Invite your friends to join this inspiring live-stream fundraising event!

Enter their e-mails below, separated by commas.
krajnak1@yahoo.com **2**

3 Add a personalized note: [Customize Email Template](#)

Hi Tish,
Hope you are doing well!
I'd like to invite you to join me for International Friendships 'Making a World of Difference' Live-stream event on Saturday, April 24th, at 6:00 pm.
You can register by clicking on the link below.]

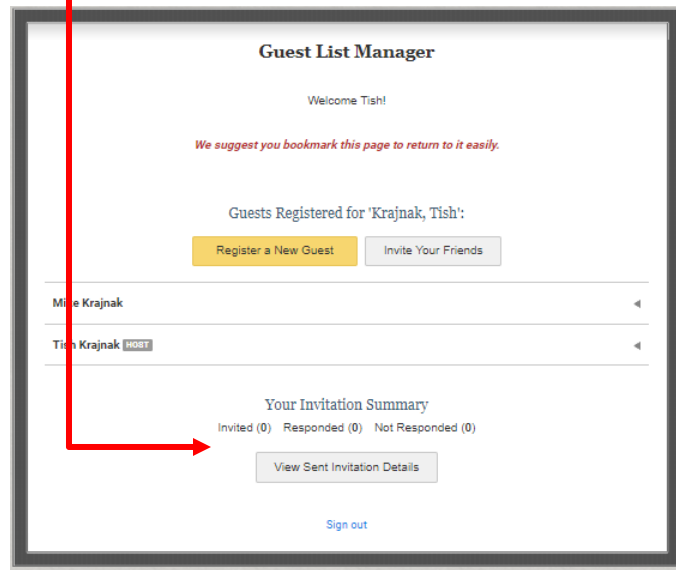
Used saved at 1:55 pm.
This message will be saved on this computer until you send or cancel the message.

4 Email me when my guests register

5 Preview Email **6** Send Invitations

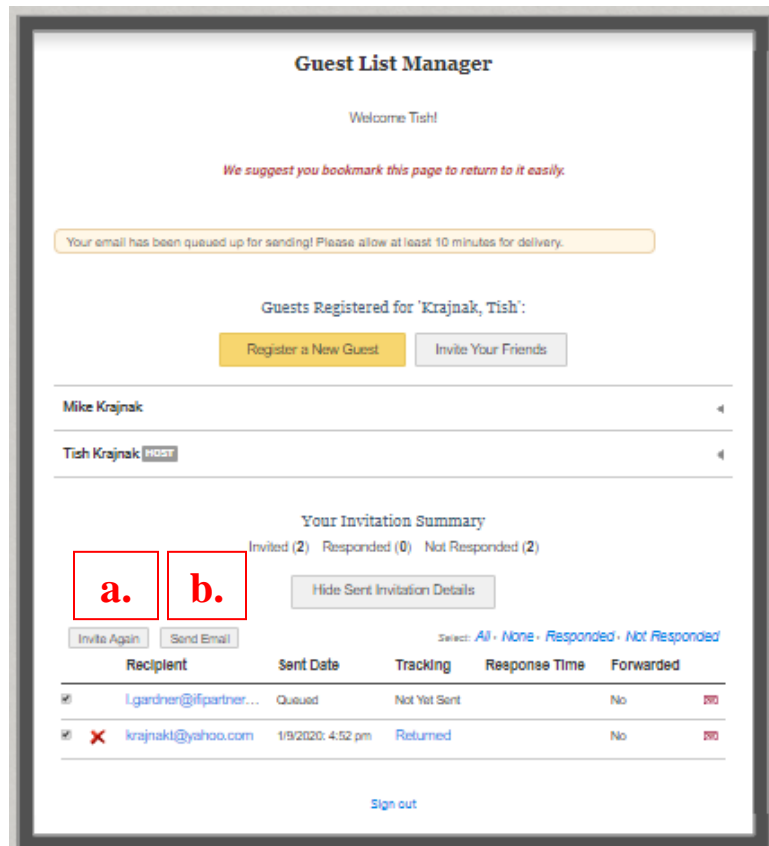
<< Event Home Page

Once you have sent invitations, click **View Sent Information Details** to see your invited list.



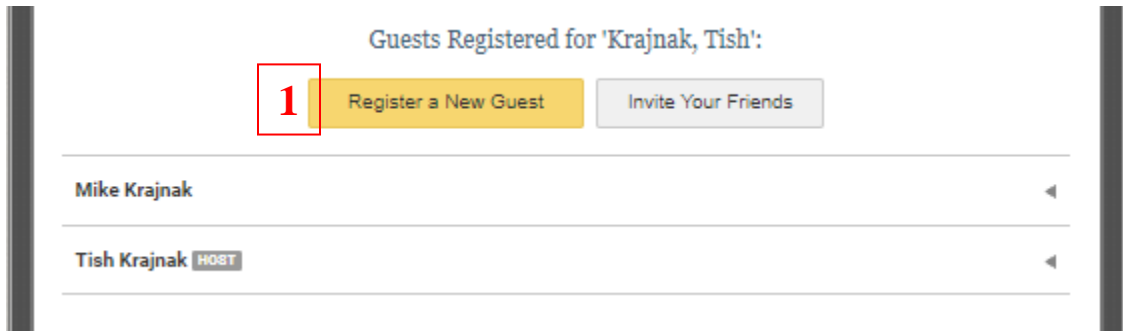
From here you can:

- Use the **Invite Again** button to resend invitations to any of the email addresses that are checked on the list
- Use the **Send Email** button to use your email software on your computer (not a web version) to send a follow-up email.



Registering Guests

You can also register your guests to the event from your Guest List Manager



1. Click **Register a New Guest**. This will take you to the registration form.
2. Your group will automatically be selected in the Group Host List on the registration form, so your guests will be added to your group.
3. Please be sure to include their contact information (not yours). By submitting their email address, they will receive a confirmation email. If you don't know their email address, use `noemail@ministrysync.com` to skip a required field.

Updating Guest Registration Information

Click the caret (triangle) to the right of your guest's names to edit their registration.

Dave Barton

Registered Time: Jul. 17, 2017 at 10:54am

Address: OK

Edit Registration

Cancel Registration



- Click Edit Registration to edit basic information for your guests, such as name, contact information, and some extra registration information from your Guest List. **Meal choices can only be updated through your IFI.** If your guests have changes to their meal choices email Tish at `tish@ifipartners.org`.
- Click Cancel Registration if your guest can no longer attend.

If you have any other questions, please feel free to call Tish Krajnak at 614.294.2434 ext. 228.