

# Invite Participants for TeamTime Evaluation

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

Depending on the model you are working on, you can select participants for Likelihood and Impact Teamtime Evaluation on:

## Likelihood

The screenshot shows the 'LIKELIHOOD OF EVENTS' tab selected in the top navigation bar. The left sidebar contains a tree view with 'Invite Participants' highlighted. The main content area displays an email invitation form. The form fields are: From: "Expert Choice Comparison" <donotreply@expertchoice.com>; Subject: Riskion®: Please join our TeamTime™ Meeting; Body: Dear John Doe, Please join our Riskion® TeamTime™ meeting. \* When: \* Where: (A hyperlink customized for each participant will appear HERE when the 'Send Invite' button is pressed) Sincerely, John Doe. This is an automatically generated email, please do not reply. At the bottom of the form are buttons for 'Edit Invite', 'Send Invite', '(11)', 'Reset', 'Add Participants', and 'Download MS Word Mail Merge'.

## Impact

The screenshot shows the 'IMPACT OF EVENTS' tab selected in the top navigation bar. The left sidebar contains a tree view with 'Invite Participants' highlighted. The main content area displays an email invitation form. The form fields are: From: "Expert Choice Comparison" <donotreply@expertchoice.com>; Subject: Riskion®: Please join our TeamTime™ Meeting; Body: Dear John Doe, Please join our Riskion® TeamTime™ meeting. \* When: \* Where: (A hyperlink customized for each participant will appear HERE when the 'Send Invite' button is pressed) Sincerely, John Doe. This is an automatically generated email, please do not reply. At the bottom of the form are buttons for 'Edit Invite', 'Send Invite', '(11)', 'Reset', 'Add Participants', and 'Download MS Word Mail Merge'.

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

A horizontal row of four buttons: 'Invite by email' (with an envelope icon), 'Invite by phone' (with a telephone handset icon), 'Copy and paste' (with a document icon), and 'Participant specific links' (with a link icon).

## (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, as well as add variables that Riskion 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.

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