

# E-cards for graduates to say thanks!

Directions:

## UWGB Students

- Pick a template or card front that you like and download it to your desktop
- Sign in or Create an account with Evite (FREE) <https://www.evite.com>
- Once you are signed in: click on the cards tab on the top and scroll down
- Click on the Design Your Own option
- There are 3 sizes to choose from make sure you pick a card that is the same size as the template you chose earlier

(7 x 9.5 inches) (8 x 6 inches) (7 x 7 Inches)

-Let's Start

- Choose Envelope color, you may choose to add a virtual stamp, an envelope liner, and logo
- Click on the design card or the little camera in the right top corner and upload the template
- Click the done button on the bottom of the picture to save
- Continue

-Add a title that will be seen by the receiver, your name as the sender, and you can either send the thank you card now or schedule a time to be delivered

- Here is where you can add your personalized message by clicking the message box
- You may also upload a photo to share with the card, by clicking the add photo button
- Another option is to send a small video up to 3 min. which will attach to the card
- You may preview your card now (the name on the envelope will be added later)
- Continue

-Add the receivers contact information (email)

-Once you click add recipient a table will populate so that you can edit and add the name (this is the name that will show up on the envelope)

-Continue

-You can email yourself a preview

-Edit Details

-Add recipients

-Send Now

Good Luck and Congratulations!