

Invite people in your records by email

Invite people in the registry who are not yet linked to create a MiaChiesa account, all at once or one at a time.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage records permission.
- ✓ Only records of adults with an email and no linked account can be invited.

1 STEP 1 OF 4 · 30 S

Find who is not linked

Open **People** → **Records**. At the bottom of the list a line says how many records don't have a linked MiaChiesa account yet, with the **Invite all by email** button. The **Not connected** quick filter shows only these records.

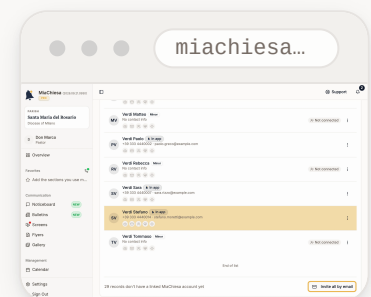


Fig. 1 The count shows the records still without an account.

2 STEP 2 OF 4 · 1 MIN

Choose who to invite

Select **Invite all by email: Invite by email** opens. Under **To invite** every invitable person is already ticked; untick anyone you don't want to invite, or use **Deselect all**.

Under **Excluded** you find who cannot be invited, with the reason: **No email**, **Minor**, **Already linked** or **Already invited**.

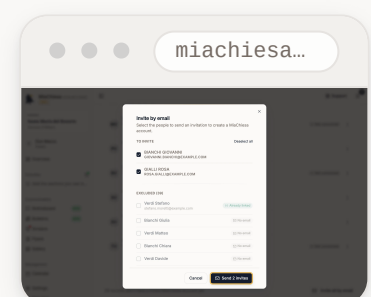


Fig. 2 The button shows how many people are ticked.

3

STEP 3 OF 4 · 30 S

Send the invites

Press the send button, for example **Send 2 invites**: the confirmation **2 invites sent** appears. Each person receives an email with the link to create an account; when they accept, the account is linked to their record.

The **Invited** quick filter shows who has a pending invite.

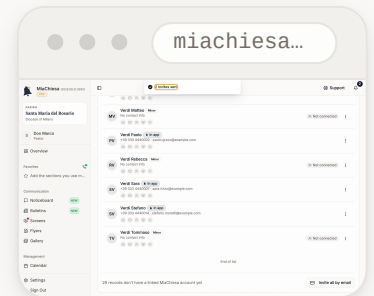


Fig. 3 Invited people stop being invitable while the invite is pending.

4

STEP 4 OF 4 · 1 MIN

Invite a single person

Open the person's record: in the **Account owner** box select **Link owner**. The **Link the owner account** dialog shows the address the email will go to; press **Send invite: Invite sent** followed by the name appears.

If the record has no email the button stays disabled: add the address to the person's details first.

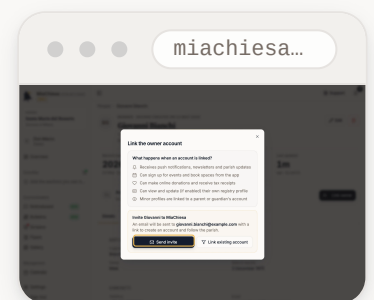


Fig. 4 A single invite uses the email saved in the record.

What you have achieved

✓ Invited people receive an email with the link to create an account.

✓ Whoever accepts finds their record already linked to the account.

Troubleshooting

I see "No invitable records found..."



No record qualifies: add an email to the records of the adults you want to invite, then reopen the dialog.

I see "Error sending invites"



The invites were not confirmed: try again shortly.

Why can't I invite a minor?



Minors' records are linked to a parent's or guardian's account, not to an account of their own.