Membership Invitation for Spaces

Space Management · https://fluentcommunity.co/docs/membership-invitation-for-spaces/

Growing your community is an exciting milestone! FluentCommunity provides a dedicated **Invitations** feature that allows you to easily generate special links to invite new members to join a specific *Space*.

This guide will walk you through exactly how to create, manage, and share membership invitations.

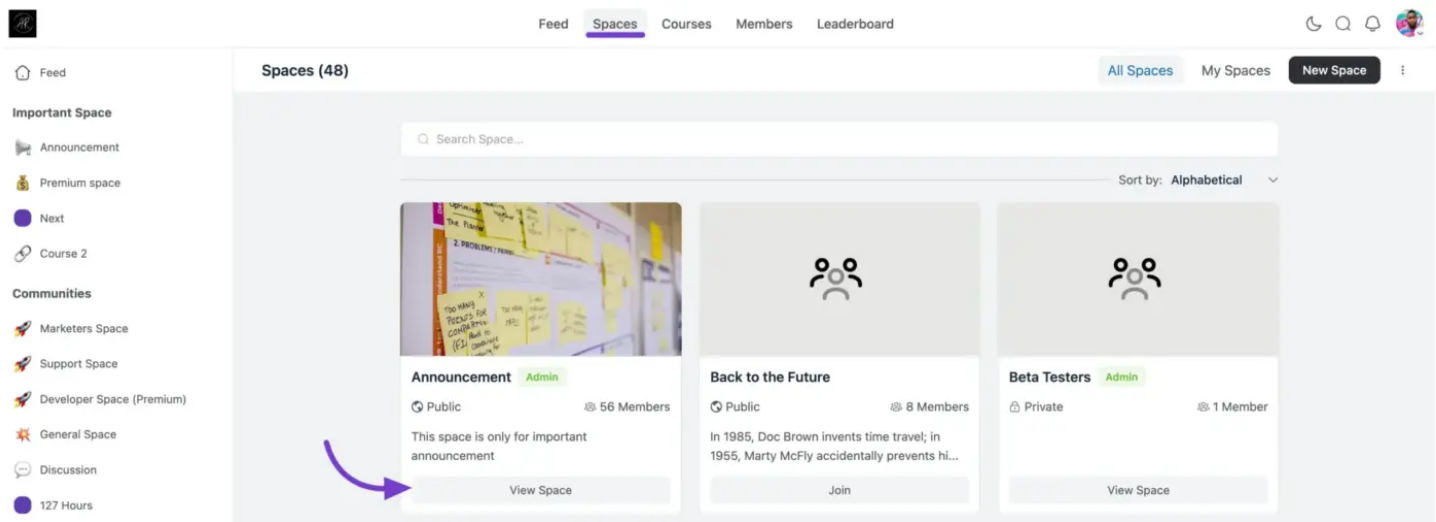
- You must be logged into your WordPress dashboard.
- You must have **Administrator** or **Moderator** privileges for the specific Space you want to invite members to.

Step 1: Navigating to the Invitations Menu

To start bringing people in, you first need to access the invitation dashboard for your chosen Space.

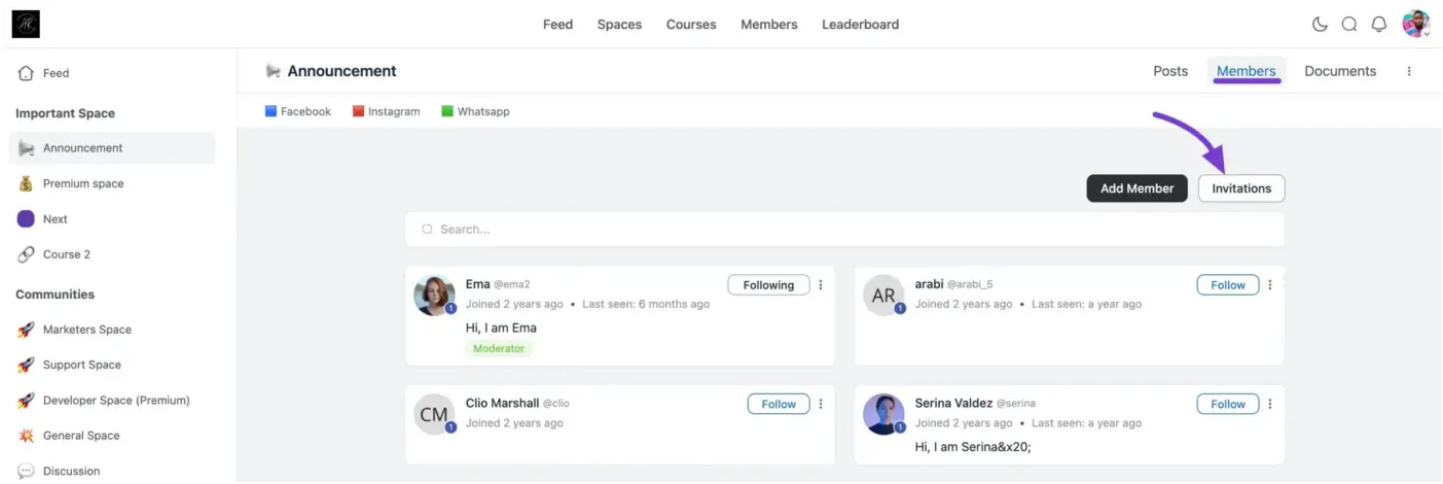
Go to your community portal and select **Spaces** from the main top navigation menu.

Find the *Space* you want to grow and click the **View Space** button.



Once inside the Space, click on the **Members** tab located in the top-right menu.

Click the **Invitations** button (located right next to the *Add Member* button).

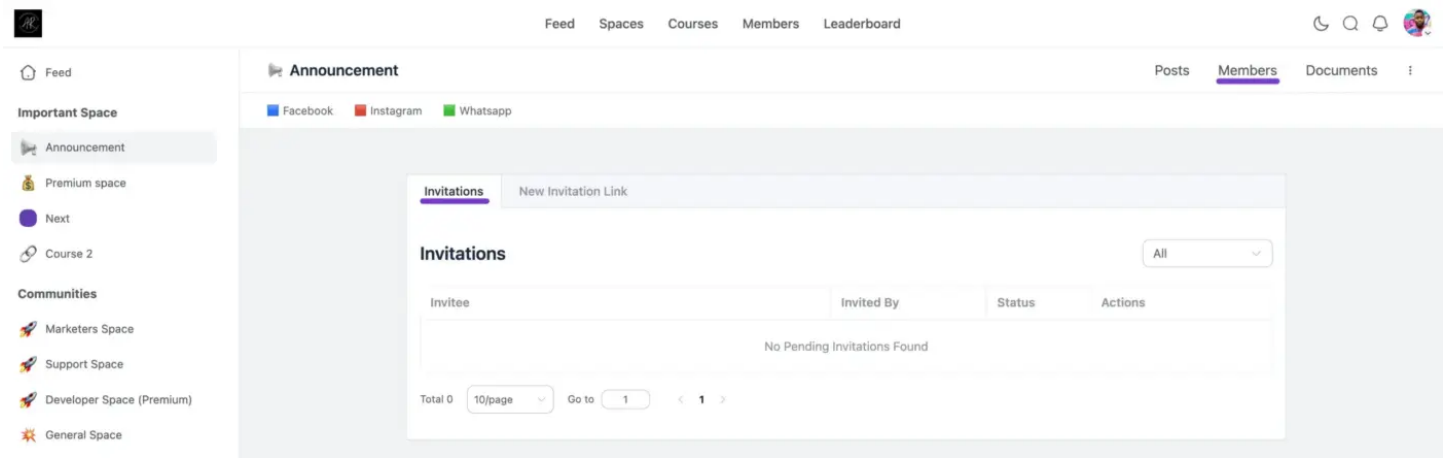


Step 2: Monitoring Active Invitations

When you open the Invitations area, you will default to the **Invitations** tab. This is your command center for tracking the status of all the invites you have sent out.

Here is what you will find in this dashboard:

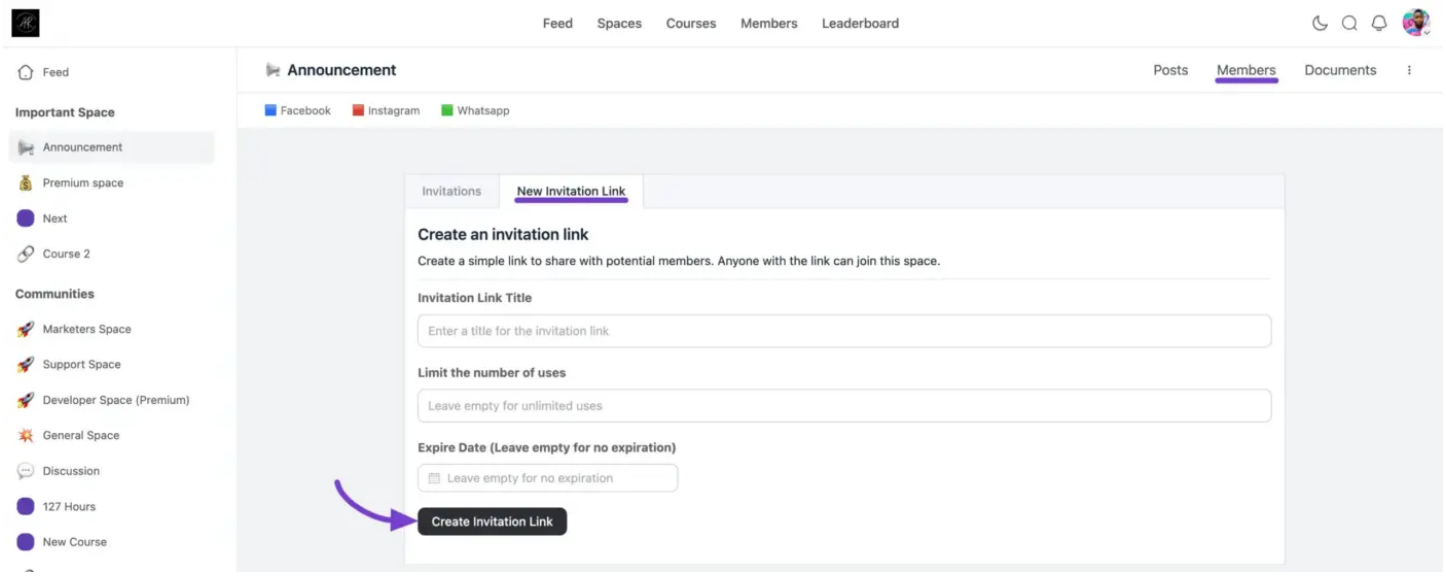
- **Invitee:** Displays the list of all the invitation links you have created or the specific users you have invited.
- **Invited By:** Shows the user profile of the host or admin who generated the invitation.
- **Status:** Quickly check if a specific invitation link is *Pending*, *Accepted*, *Active*, or *Expired*.
- **Actions:** Need to clean up? You can delete any specific invitation from the list here.
- **Filter (Top Right):** Use the dropdown menu to filter your list based on the invitation status, helping you quickly find expired or pending links.



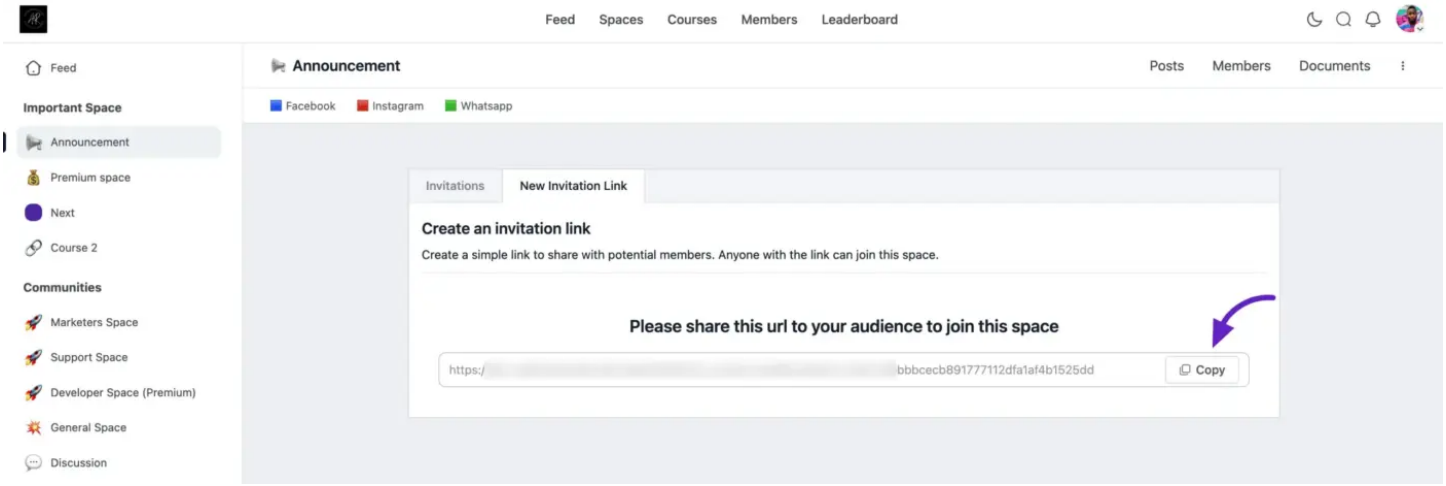
Step 3: Creating a New Invitation Link

Ready to bring in new faces? Generating a shareable link is the easiest way to invite groups of people to your Space.

1. From the Invitations dashboard, click the **New Invitation Link** tab.
2. **Invitation Link Title:** Give your link a clear name (e.g., "Spring 2026 VIP Invite") so you can easily track it later in your dashboard.
3. **Limit the number of uses:** Want to create an exclusive group? Enter a number here to cap how many people can use this specific link. Leave it empty for unlimited uses.
4. **Expire Date:** Click the calendar field to set a specific date for the link to stop working. Leave it empty if you want the link to remain active permanently.
5. Click the **Create Invitation Link** button.



Once created, simply copy the link and share it via email, social media, or direct message with the people you want to add!



Note: When users click your invitation link, the system is smart! If they are already logged into your community, they will be instantly added to the Space. If they are brand new, they will automatically be prompted with a friendly *Login/Registration* form to create their account before joining.

Example: If you are running a special promotion, you can create a link titled "Promo 50," limit the uses to exactly 50 people, and set it to expire on Friday. It's a great way to build urgency and excitement!

Zinan Chowdhury has invited you to join this community. Please login to accept your invitation.

Login to Zoro

Enter your email and password to login

Email Address

Your account email address

Password

Your account password

Login

Don't have an account? Signup

Lost your password?