

How do I invite users to Big Think+?

Last Modified on 06/20/2025 11:33 am EDT

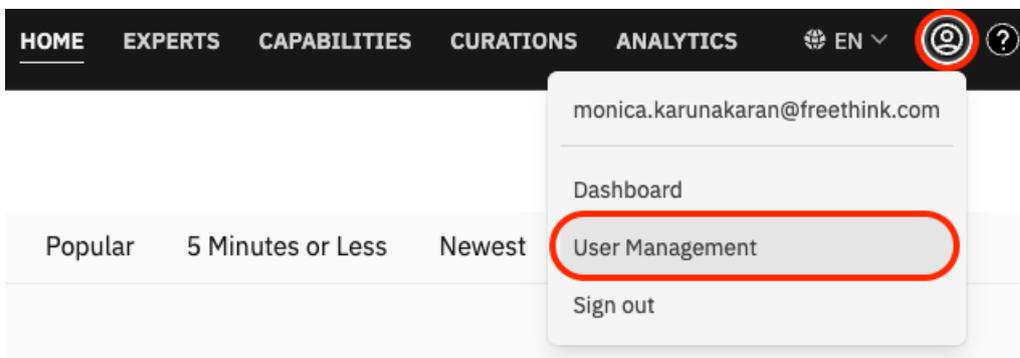
This article explains the steps for inviting users from your organization to Big Think+.

Inviting users is one of the core features of User Management. Whether you're onboarding a handful of new learners or rolling out the platform across your organization, you can easily send invitations that include user roles, expiration dates, and optional welcome messages.

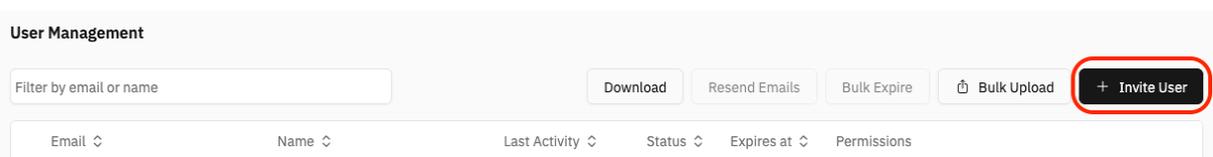
How do I invite an individual user?

To invite a single user:

1. Go to [User Management](#) from your Profile menu.



2. Click **Invite User** in the top-right corner.



3. Enter the user's **first name**, **last name**, and **email address**.

4. (Optional) Choose the [permissions](#) you'd like to assign, if any.

Permissions

- Manage comments
- Manage curations
- Manage users
- View analytics

5. (Optional) Under **Additional Settings**, set an **expiration date** for access and add a **customized welcome message** that will appear in the invitation email.

Additional Settings

EXPIRES AT

mm/dd/yyyy 📅

WELCOME TEXT

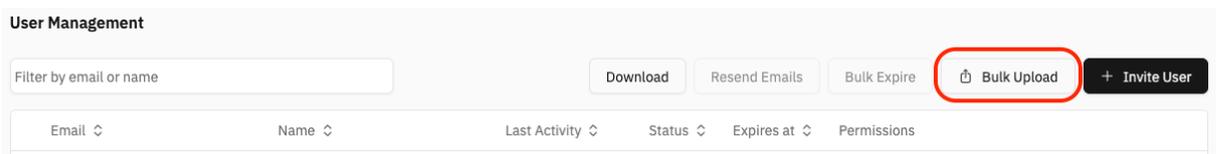
Type your customized welcome email message here. (optional)

6. Click **Invite User** to send the email invitation.

How do I invite users in bulk?

To upload multiple users at once:

1. In the **User Management** dashboard, click **Bulk Upload**.



2. Click **Download a Sample CSV** to get the correct file format.

Bulk Upload

Click or drag file below

Choose File No file chosen

[Download a Sample CSV](#)

Add a customized welcome message to the invitation email.
(optional)

Adding existing emails will update users' details.

Cancel

Invite Users

3. Add your users to the CSV file. Include first and last names and email addresses.

4. Click **Choose File** (or drag the file into the upload area) to upload your CSV file.
5. (Optional) Add a **customized welcome message** that will appear in the invitation email.
6. Click **Invite Users** to process and send email invitations.

What happens after I send an invite?

Each invited user receives a plain-text email from Big Think+ with access instructions. If a welcome message was added, it appears in the email body. Users who don't log in will remain in the **"Hasn't Logged In"** status and can be reinvited later.

What does the email look like?

Email invitation, no welcome message

From: **Big Think+** <noreply@bigthink.com>
Date: Fri, Jan 31, 2025 at 12:29 PM
Subject: Welcome to Big Think+
To: <roman.valentine+999@freethink.com>

Hello roman.valentine+999@freethink.com

You have been invited to create a Big Think+ account. To accept this invitation and set your password, click the link below:

[Accept invitation](#)

Your account won't be created until you access this link.

Email invitation with a welcome message

From: **Big Think+** <noreply@bigthink.com>
Date: Thu, Jun 20, 2024 at 9:35 AM
Subject: Welcome to Big Think+
To: <roman.valentine+55@freethink.com>

Welcome to Big Think+

A note from your learning manager:

Hey, we just got BT+ take a look at the content and add members from your team!

[Accept invitation](#)

Your account won't be created until you access this link.
