





## Your space for everything invitations.


Welcome to YidCards!

Here is a short guide to adding and editing contacts, managing groups, and more; as well as quick tips on how to send and manage your invitations and responses.

Questions? Contact us.

 Send us a Message

 Call Us:  
212 - 600 - CARD

 Email Us:  
info@yidcards.com

Yidcards is the one platform where you can create and send custom invitations, manage your guest list, and review RSVPs.

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## SETTING UP YOUR GUEST LIST:

**Step 1:** Create groups. *(optional)*

**Step 2:** Manually input name, email and/or phone number, then hit ADD TO CONTACTS

**Step 3:** FOUR simple means of importing. EXCEL SHEET (you can download sample there) , GMAIL, PHONE CONTACTS, or COPY/paste

**Step 4:** Whatever is in this column that is the name that'll appear on the front of the envelope. (If left empty, the default message is: You're Invited.)

The screenshot shows the 'Guest List' management interface. At the top, there are tabs for 'Family Berger', 'Friends', 'Neighbors', and '+ New Group' (callout 1). Below this is the '1. Guest List' section. On the left, there is a form to 'ADD INDIVIDUAL CONTACT' with fields for 'Name' (callout 2) and 'Email / Phone', and an 'Add Contact' button. On the right, there is an 'IMPORT CONTACTS' section with icons for 'Gmail', 'Excel', 'VCF', and 'Paste' (callout 3). Below the form is a search bar 'Search contact...' and a selection indicator '0 /876 contacts selected'. The main area is a table with columns for 'Name', 'Email / Phone', and 'Status'. The 'Name' column is highlighted with a red box and callout 4. The table contains the following data:

<input type="checkbox"/>	Name	Email / Phone	Status		
<input type="checkbox"/>	Herman Glauber	glauberherman@gmail.com	SCHEDULED		
<input checked="" type="checkbox"/>	Shlome Zalmen Greenbaum	347-922-5783	PENDING		
<input checked="" type="checkbox"/>	Burech Duvid Yungrieiz	347-922-5783	OPENED		
<input type="checkbox"/>	Tehila Felberbaum	tfeb@gmail.com	RESPONDED		
<input type="checkbox"/>	Shaindy Greetzweig	Shaindyweisner@gmail.com	RESPONDED		
<input checked="" type="checkbox"/>	Avraham Shulem Katz	347-922-5783	DELIVERED		
<input type="checkbox"/>	Chaim Nasen Wiesner	cnusenw.iesner@gmail.com	FAILED		
<input type="checkbox"/>	Tehila Felberbaum	tfeb@gmail.com	RESPONDED		



## SENDING YOUR INVITATION:

To access the sending page, go to MY ORDERS, and click the SEND MORE button.

**Step 1:** By default, the 'from' name is the name of the account holder. You can input anything in there (Hebrew included).

*\*I.E: Mrs. & Mrs David Herskowitz*

**Step 2:** SUBJECT of the email. Keep it formal like: Katz & Miller Invitation. (This does not show up in the text message.)

**Step 3:** This field is for the text messages only. Anyone who wishes to reply to your text hits your number. (Email replies come to the email registered with your order)

**Step 4:** Email & text personal message. (Hebrew/ English)

**Step 5:** Access your WhatsApp account from here and send the URL with the thumbnail image. NOTE: envelope animations sent via WhatsApp are NOT personalized.

**Step 6:** If you wish for the email to have a calendar attachment, add it here.

**Step 7:** Always send yourself a test message before. NOTE: the name on the envelope will not appear on a TEST EMAIL.

**Step 8:** HIT SEND NOW, or hit the TIMER to schedule your invitation

**Invitation Message**  
Compose custom messages for your guests. This is the message your guest will receive along with the invitation.

**1** From:

**2** Email Subject:

**3** Cell number:

**4** Message:

ADDITIONAL FEATURES:    Add Calendar Reminder

**5**   Add Calendar Reminder

**7**

**8**