

## UPLOADING YOUR M1 LIST IN THE MSOP DASHBOARD



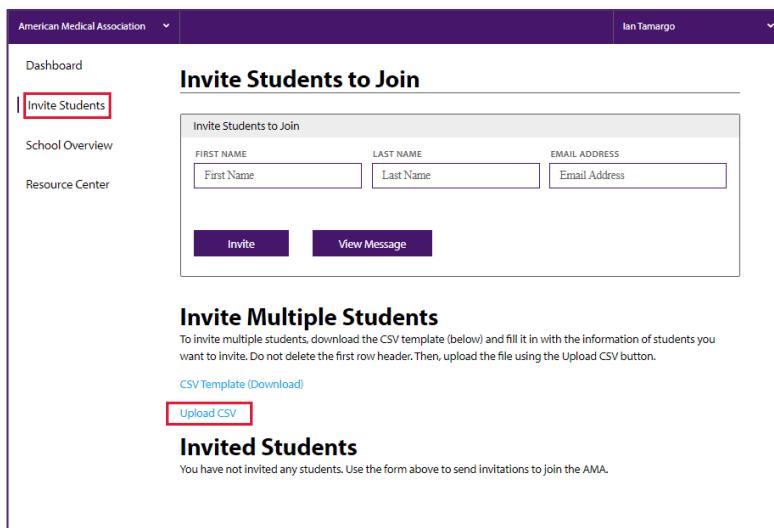
The MSOP Resource Center now has enhanced capabilities when it comes to uploading your M1 class list or sending out individual invitations! It's a fast and easy way to spread the word on "Why Join The AMA." Plus, you'll be able to track responses, open-rates and more!

### Before classes officially begin:

- Send an email to your school administration, student organization representative, or someone else who could help obtain the names and emails of the M1 class.
  - ✓ Some schools will provide a list of the M1 students with their names, emails, or other contact information, so clubs and organizations can invite M1s to their events in the beginning of the year.
  - ✓ Some schools require all M1 communications to be sent via the school's Listserv or other system. You provide the email to the administration and they send it out on your behalf.
  - ✓ This information is typically available at Orientation, the first week of school, or before the Club Day/Resource Fair.

### Once you have access to your M1 List:

- Log into the Dashboard via the MSOP Resource Center.
- Click on "**Invite Students**" tab, located on the left-hand side of the dashboard.
- Choose the file you would like to upload by clicking "Upload CSV"
  - ✓ Your lists should include first name, last name, and email
  - ✓ The CSV template can be found under "invite multiple students"
- The uploaded names will be listed under "Invited Students"



**Invite Students to Join**

Invite Students to Join

FIRST NAME LAST NAME EMAIL ADDRESS

Invite View Message

**Invite Multiple Students**

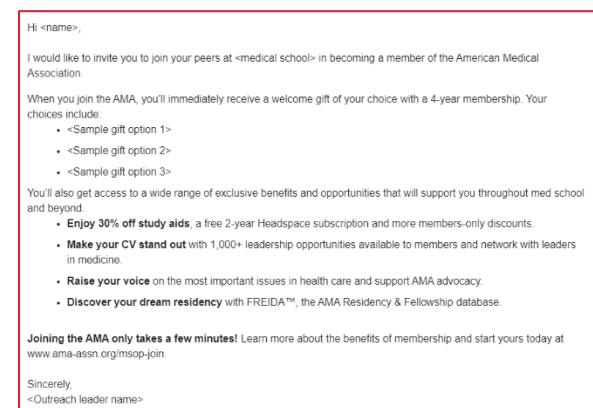
To invite multiple students, download the CSV template (below) and fill it in with the information of students you want to invite. Do not delete the first row header. Then, upload the file using the Upload CSV button.

[CSV Template \(Download\)](#)

[Upload CSV](#)

**Invited Students**

You have not invited any students. Use the form above to send invitations to join the AMA.



Hi <name>.

I would like to invite you to join your peers at <medical school> in becoming a member of the American Medical Association.

When you join the AMA, you'll immediately receive a welcome gift of your choice with a 4-year membership. Your choices include:

- <Sample gift option 1>
- <Sample gift option 2>
- <Sample gift option 3>

You'll also get access to a wide range of exclusive benefits and opportunities that will support you throughout med school and beyond.

- Enjoy 30% off study aids, a free 2-year Headspace subscription and more members-only discounts.
- Make your CV stand out with 1,000+ leadership opportunities available to members and network with leaders in medicine.
- Raise your voice on the most important issues in health care and support AMA advocacy.
- Discover your dream residency with FREIDA™, the AMA Residency & Fellowship database.

Joining the AMA only takes a few minutes! Learn more about the benefits of membership and start yours today at [www.ama-assn.org/msop-join](#).

Sincerely,  
<Outreach leader name>

**M1 Student Invite Sample**

**Note:** Uploading your list will trigger an automatic email from the AMA welcoming them to medical school and inviting them to sign up for AMA membership. This feature can be **disabled** by placing "N" in column D of the .CSV template.