

Invite

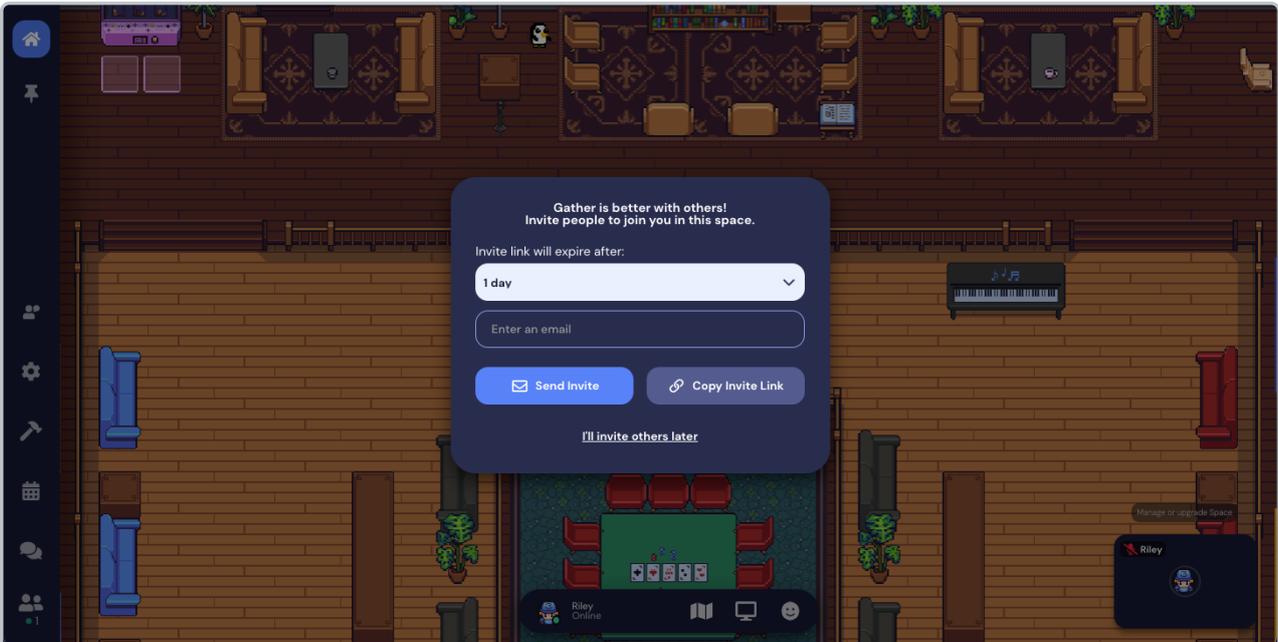
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You can invite guests to your Space in three ways: copy and paste the URL, create and a copy a unique link, or email a link through Gather.

Note: This article covers how to send invites from **non-remote work** Spaces. If you're in a remote work Space, you can copy and paste the URL, or you can invite Members and assign user roles from Space Settings or the Space dashboard. Read [Managing Roles: Remote Work](#) for more details.

- 1. Copy and paste the URL of your Space:** Bim, bam, done!
 - o ✓ It's easy!
 - o ✗ The link won't expire and anyone can pass it on.
- 2. Invite with a unique link:** Select the **Home** icon in the **Left Nav Menu**, select **Invite People**, select an expiration for the link, and select **Copy Invite Link**.
 - o ✓ You control how long the link is active!
 - o ✓ You decide how to send the link (e.g., via email, messenger, hyperlink in another file, etc.)
 - o ✗ You have to manually distribute the link.
- 3. Invite via email:** Select the **Home** icon in the **Left Nav Menu**, select **Invite People**, select an expiration for the link, enter the email address of the person you wish to invite, and select **Send Invite**.
 - o ✓ You control how long the link is active!
 - o ✓ You don't have to go to another platform to send it.
 - o ✗ You can only email one person at a time. (Coming soon: multiple email entry!)

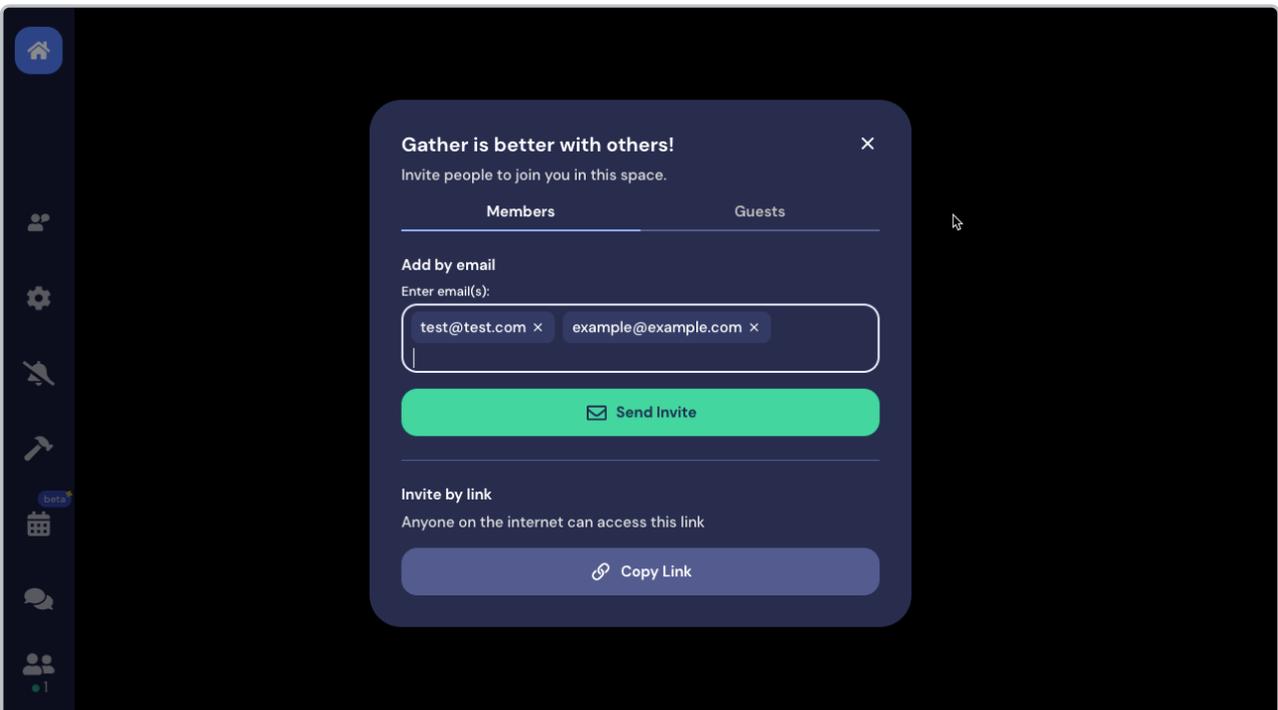
Tip: You can also select **Invite** in the **Participants** panel to open the invite modal!



To invite others, select the Home icon, click Invite people, then select the link expiration and whether to email an invite or copy the link.

Member v. Guest

In remote work Spaces, you can invite people to your Space as Members or Guests. When you first enter a remote work Space, you may be prompted to invite others. Otherwise, you can send invites by heading to Space Settings or your Space Dashboard and opening User Roles. Read [Managing Roles: Remote Work](#) for more details.



To invite someone to a remote work Space, you must choose whether they will be a Member or a Guest.

Note: Only remote work Spaces distinguish between Members and Guests.

Members

- You can send an invite to a Member via email or by copying the link to your Space.
- The email invitation and the invitation link for Members expire automatically after 30 days.
- A Member must have a Gather account.

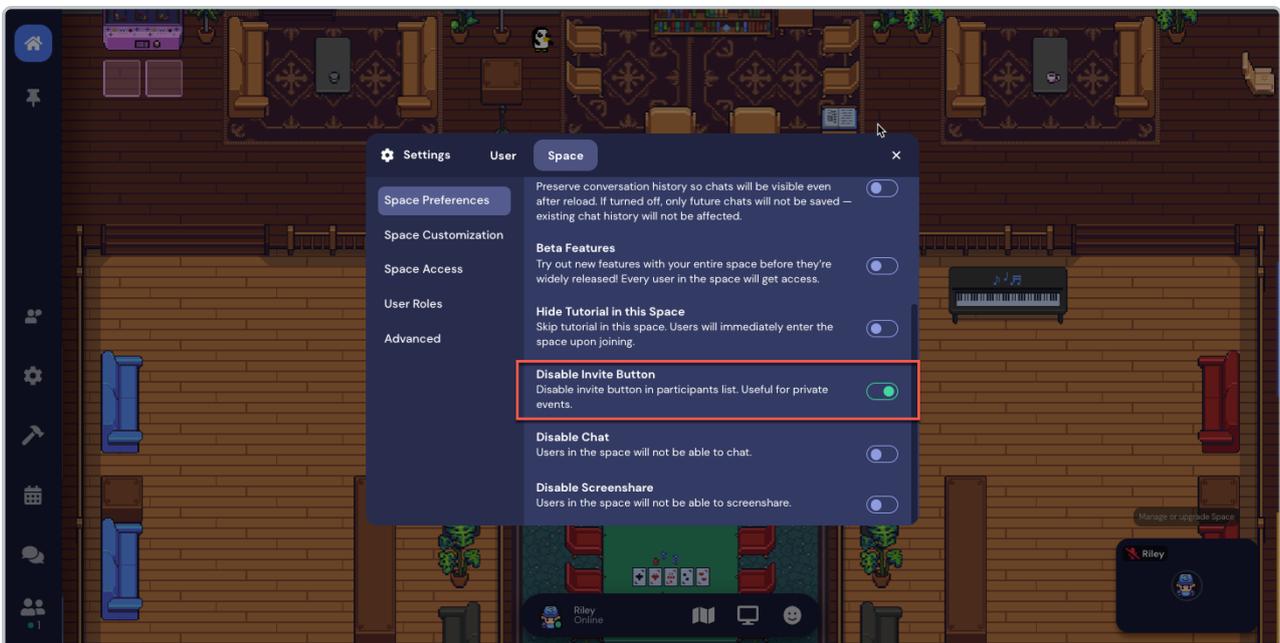
Guests

- You can copy a link to invite Guests to the remote work Space.
- A Guest does not have to have a Gather account.
- The link for a Guest has an expiration date.
- The Guest can still visit the Space after the invitation link has expired if they have the URL to the Space.
- If you want to prevent a Guest from accessing the Space after you have invited them, you must block or ban them.

Disable Invite

If you want to remove the **Invite people** option, open **Settings**. The **Space** tab is active by default, and **Space Preferences** displays. Toggle on **Disable invite button**.

Note: Admins and Moderators will still be able to invite people and both roles have access to the Disable Invite feature. All other roles will not be able to invite people.

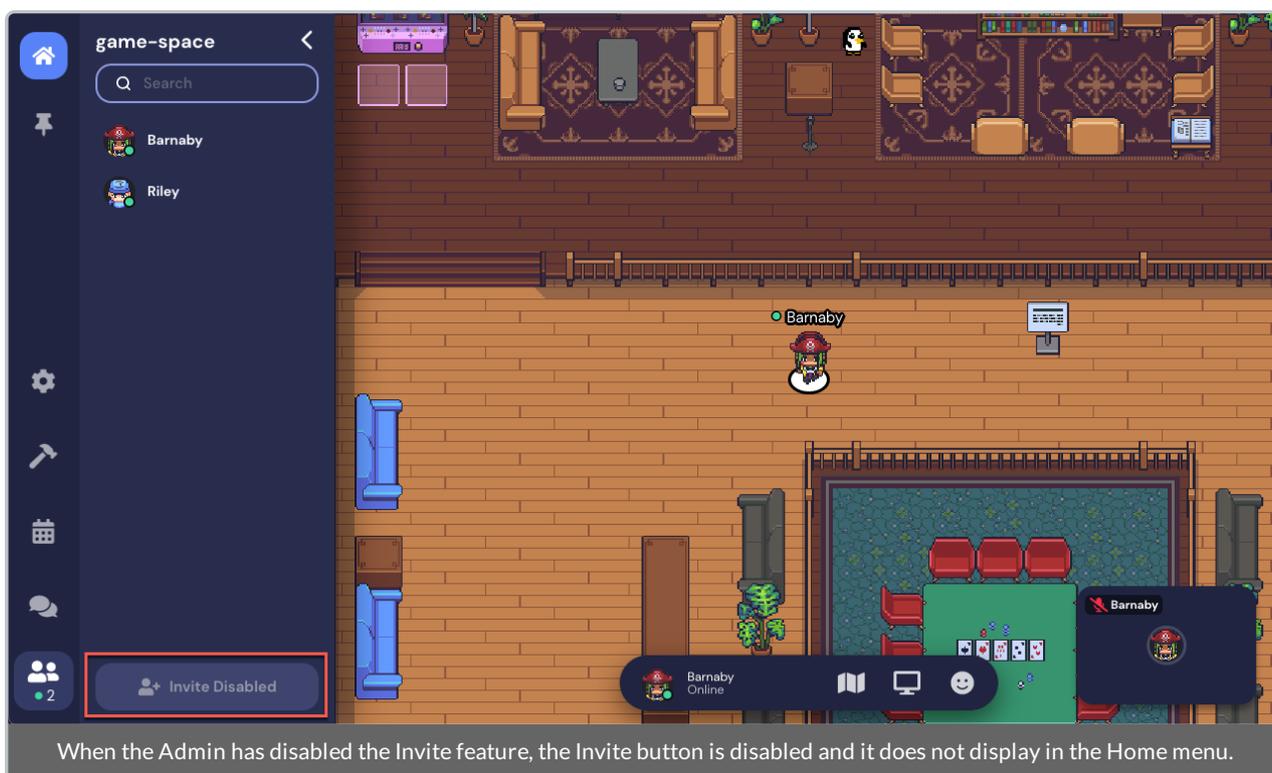


You can hide the Invite people option by opening **Settings**. Under **Space Preferences**, toggle on **Disable invite button**.

Users in the Space (who are not Admins or Moderators) will not be able to send an email invite.

Warning: Keep in mind users can still copy and share the URL; for more info about limiting who can access your

Space, see [Space Access Restrictions](#).)



When the Admin has disabled the Invite feature, the Invite button is disabled and it does not display in the Home menu.

Note: You are welcome to share the link to you Space in advance if you'd like. Your Space will always be hosted on a Free server outside of the paid premium reservation time, so up to 25 users can enter for free! If more than 25 users enter before your event, the server connection will degrade and some users may not be able to enter until the event begins and your Space capacity increases. However, you will **not** be charged if more than 25 people try to access your Space before your reservation begins.