



















Scenario 3: Create New Conversation and Add Host







As an Inclusivv employee, you're helping to manage the Ameris Bank account. You have been asked to create a conversation and send a request to the CEO to host it.

	Tester 1	Tester 2	Tester 3	Notes
1. Sign in to their branded partner account and create a new conversation on Bridging the Racial Divide.				
2. Remember, you are creating this on behalf of the CEO. How do you think you could send them a request to host the conversation?				Adding a host action needs more clarity
3. Send the CEO a request				Adding a host action needs more clarity
4. Publish the conversation				
5. Go into the conversation and take a look at the host list.				Need explanatory text – one host minimum. Need clarity around removing. Move add host button higher on edit page

Scenario 3b: Request to Add Host Email

Pretend you are the CEO who has been sent a request to host the conversation on Bridging the Racial Divide. Go to your email and follow the steps to accept the request.

	Tester 1	Tester 3	Tester 3	Notes
1. Take a look at the email and describe aloud your thoughts and impressions of it. Anything you do or do not like about it? Anything missing?				will make adjustments to the add host email based on feedback

2. Click through to sign up, take a look around, and share your thoughts				
3. How do you think you would be able to see the list of hosts for this event?				need explanatory text providing clarity around how hosting works (must have at least one confirmed at all times), adding, removing, etc.