
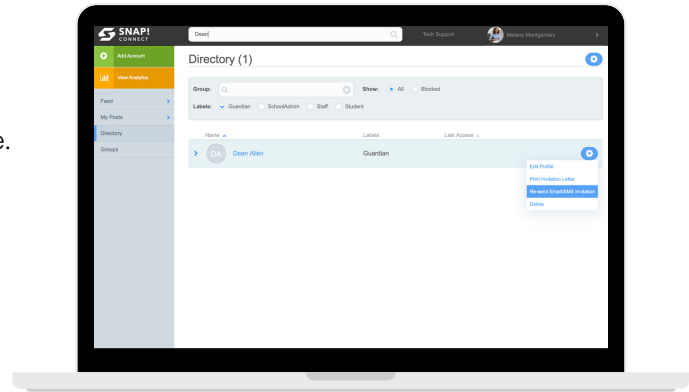




# How to Send Invites: Teacher Guide

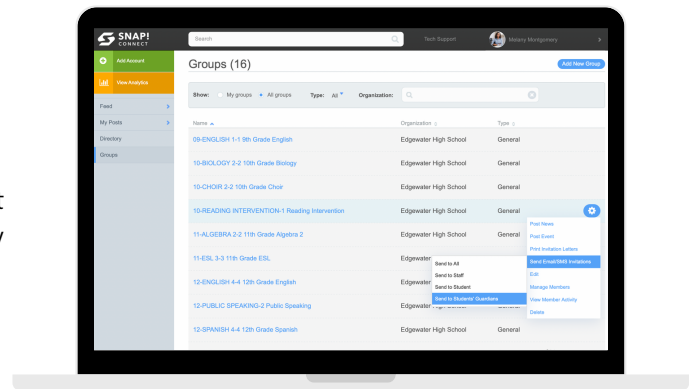
## How to Invite Individual Parents via the Website

1. Select Directory from the left-hand navigation menu bar.
2. Search for the name of the person you want to invite using the search bar at the top of the page.
3. Hover over  to the right of the person's name.
  - o Select [Print Invitation Letter](#) to print an invitation OR
  - o Select [Re-Send Email/SMS Invitation](#) to digitally invite the guardian via email and/or text message.





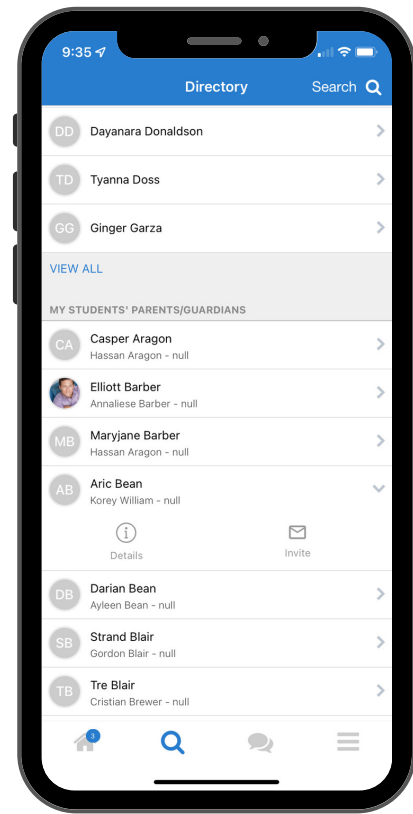
## How to Invite All Parents from a Group via the Website

1. Select Groups from the left-hand navigation menu bar.
2. Hover over the group you want to invite. Then, hover over .
3. To Print Invitation Letters:
  - o Select [Print Invitation Letters](#) and then the role type. To invite the guardians of the students in that group, select Print for Students' Guardians.
  - o The invitations for all users who have not yet activated their accounts will appear in a new tab.
4. To Send Electronic Invitations:
  - o Select [Send Email/SMS Invitations](#) and then select the role type.
  - o After viewing the Invitation Summary, click .
  - o Digital invitations will be sent to all users who have not yet activated their accounts.



## How to Invite Individual Parents via the Mobile App

- Click  to go to the directory.
- Under [My Students' Parents/Guardians](#), tap on the name of a guardian. Their child's name will be listed under their own name.
- Tap . An invitation will automatically be sent to the guardian via email and/or text message based on the contact information in the system.



***If there is no option to send an invitation it is because the user has already activated their account. You should be able to message them instead.***