How to Send Invites: Staff Guide

How to Invite Individual Parents via the Website:

- 1. Click on Directory in the left-hand navigation menu.
- 2. Use the search bar or scroll to locate the member you wish to invite.
- 3. Click the three dots to the right of the member and select Invite.
- 4. Select whether you want to send a digital invitation (via text and/or email address) or print an invitation.

SNAPI CONNECT		Bob Administrator
🖬 Dashboard	Directory People Groups	Send Invite
🐠 Messages		Q Search + Create Account
	Show All Roles V Filter By: Alarts Testing V Show Blocked Users	Download CSV Download PDF LAST ACTIVITY +
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	MS more Lo you want to send an invice to Author Sarumida to activate this account? Misel I DA District Print Invitation Send Invice	arumida :
	No, thanks. I don't want to send an invite now. Series Series SchoolAdmin	6/9/2022 10:44 AM
	DA Derius Anderson 1 6179011176 Guandian Staff	7/13/2022 09:10 AM
	Din Liu	

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

- 1. Click on Directory in the left-hand navigation menu.
- 2. Select the Groups tab at the top of the screen.
- 3. Use the search bar or scroll to locate the group you wish to invite.
- 4. Click Send Invites





How to Invite Individual Parents via the Mobile App:

- Click **Q** 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.



Note: 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) or because they have no contact information In the system. In that case, you can either edit their profile to add contact information, or print an invitation for them.

