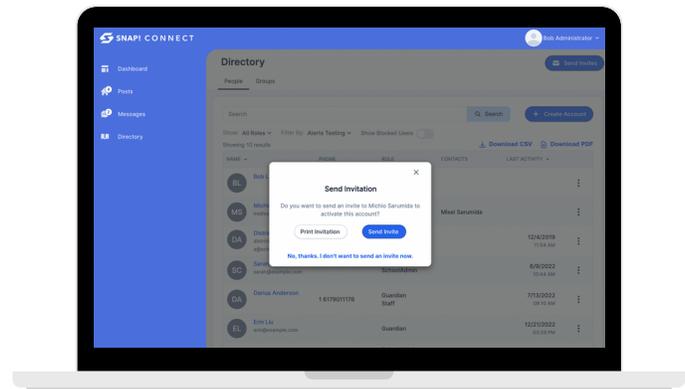


How to Send Invites: Staff Guide

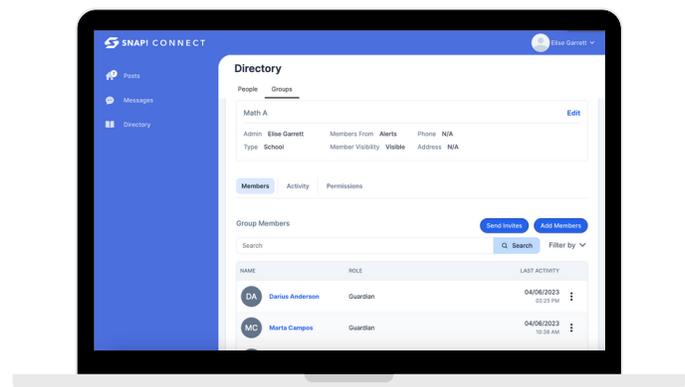
How to Invite Individual Parents via the Website:

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.



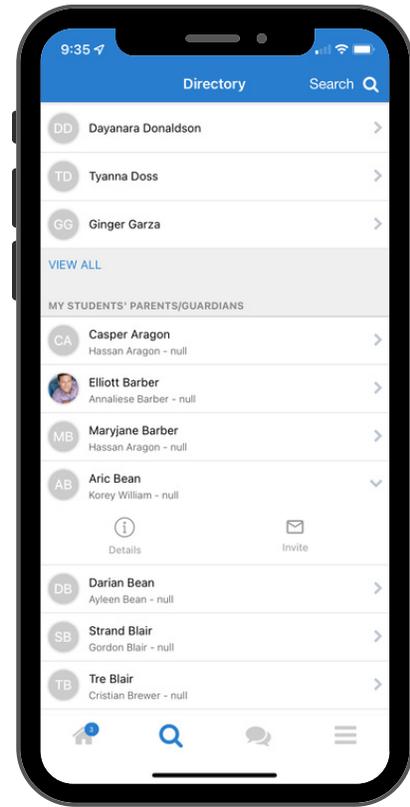
How to Invite All Parents from a Group via the Website:

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  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.