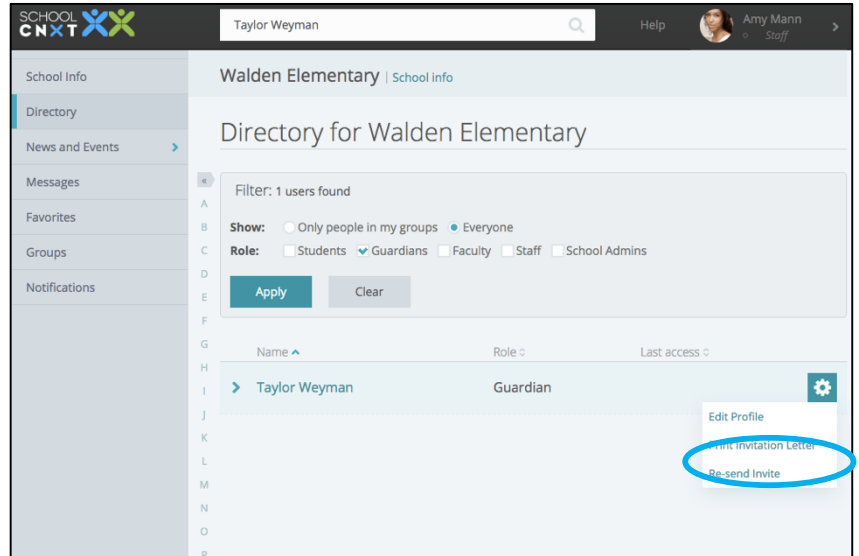


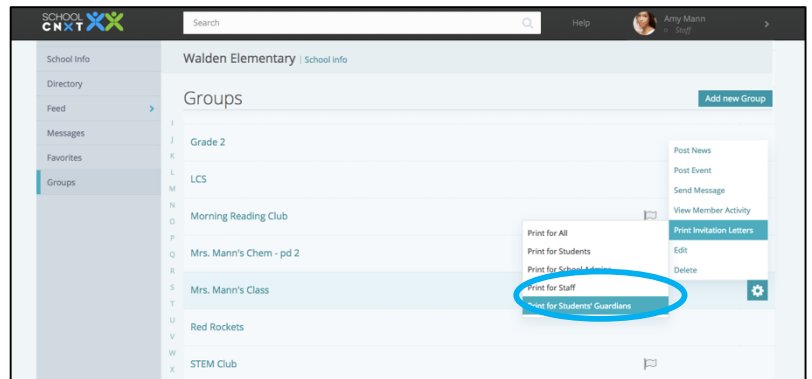
Inviting Individual Parents: Web App

1. Go to the Directory.
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 the gear icon to the right of the person's name.
 - a. Select "Print Invitation Letter" to print an invitation OR
 - b. Select "Re-Send Invite" to digitally invite the guardian via email and/or text message.

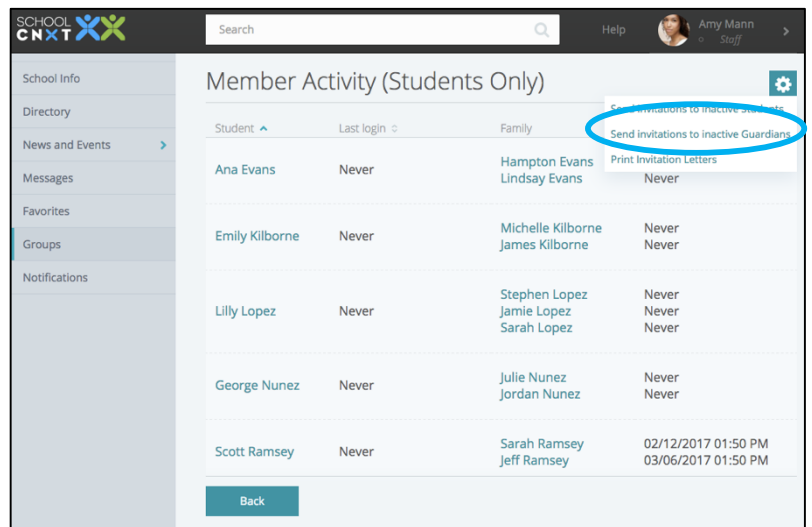


Inviting All Parents from a Group: Web App

1. Go to Groups.
 2. Hover over the gear icon to the right of the group you want to invite
- To Print Invitation Letters:
- a. Select "Print Invitation Letters". To invite your students' guardians, select that option.



- To Send Electronic Invitations:
- a. Select "View Member Activity".
 - b. A new page will launch showing you the last login date for each member of the class.
 - c. Hover over the gear icon in the top right-hand corner of the page.
 - d. Select "Send Invitations to Inactive Guardians" to digitally invite the guardians via email and/or text message.



Inviting Individual Parents: Mobile App

1. Click on the magnifying lens to go to the directory.



2. Tap on a user's name OR search for them by tapping on the magnifying lens in the top right-hand corner and then typing their name in the search bar.
3. Tap Invite.

