



Inviting Individual Parents: Web App

1. Click on Directory in the left-hand navigation menu.
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 Email/SMS Invitation to digitally invite the guardian via email and/or text message.

**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.*

The screenshot displays the SchoolCNXT web application interface. At the top, there is a search bar containing the text 'abernathy' (circled in red with a red '2' next to it). Below the search bar, the 'Directory (3)' section is visible, showing a list of users. The left-hand navigation menu includes 'Add Account', 'View Analytics', 'Feed', 'Messages', 'Directory' (circled in red with a red '1' next to it), and 'Groups'. The user list includes:

Name	Labels	Last Access
AA Angel Abernathy	Guardian	09/25/2019 08:22 AM
EA Eulalia Abernathy	Guardian	
WA Wilbert Abernathy	Student	10/07/2019 12:27 PM

A context menu is open for the user 'Wilbert Abernathy' (indicated by a red '3' next to the gear icon), showing options: 'Edit Profile', 'Print Invitation Letter', 'Re-send Email/SMS Invitation' (circled in red), and 'Delete'.

Inviting All Parents from a Group: Web App

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

**Note: This must be done from the Web App.*

The screenshot displays the SchoolCNXT web application interface. On the left, a navigation menu includes 'Add Account', 'View Analytics', 'Feed', 'Messages', 'Directory', and 'Groups', with 'Groups' circled in red and labeled '1'. The main content area shows a list of 13 groups. The 'Room 055' group is highlighted in blue, and its gear icon is circled in red and labeled '2'. A context menu is open for 'Room 055', with 'Send Email/SMS Invitations' circled in red and labeled '3'. Other menu items include 'Send to All', 'Send to SchoolAdmin', 'Send to Staff', 'Send to Student', 'Send to Students' Guardians', 'Post News', 'Post Event', 'Send Message', 'Print Invitation Letters', 'Edit', 'Manage Members', 'View Member Activity', and 'Delete'.

Group Name	Organization	Role Type	Actions
Grade 9	Redpoint Polytechnic University	General	Flag
Matt Test Group as Admin	Redpoint Polytechnic University	General	
Redpoint Polytechnic University	SchoolCNXT Demo A	School	Flag
Room 055	Redpoint Polytechnic University	General	Settings (2)
Staff Group	Redpoint Polytechnic University	General	
test	District Admin Test Group	General	
test	District Admin Test Group		
test group	District Admin Test Group		

Inviting Individual Parents: Mobile App

1. Click on the magnifying lens in the navigation bar on the bottom to go to the explore screen.
2. Under My Students' Parents/Guardians, tap on the name of a guardian. Their child's name will be listed under their own name.
3. Tap the envelope icon. An invitation will automatically be sent to the guardian via email and/or text message based on the contact information in the system.

