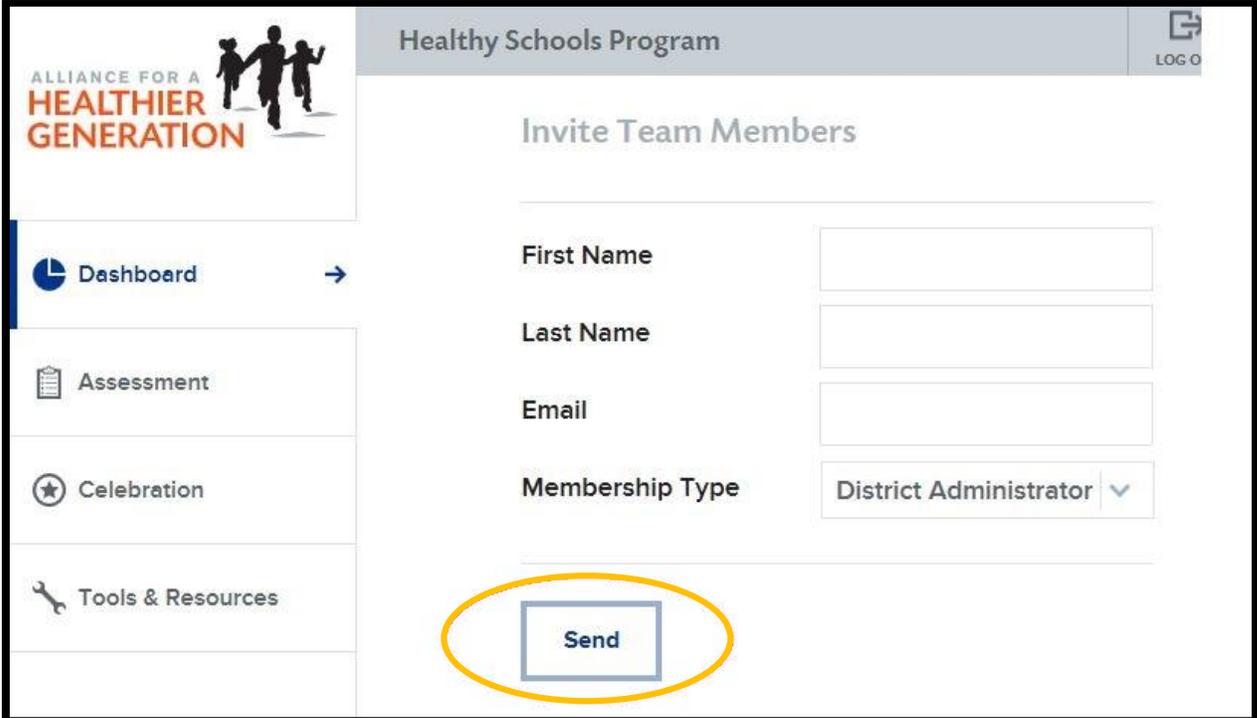


Healthy Schools Program Website: Step-by-Step Guide

How To: Send and Receive Invitations

Invite others to join your team

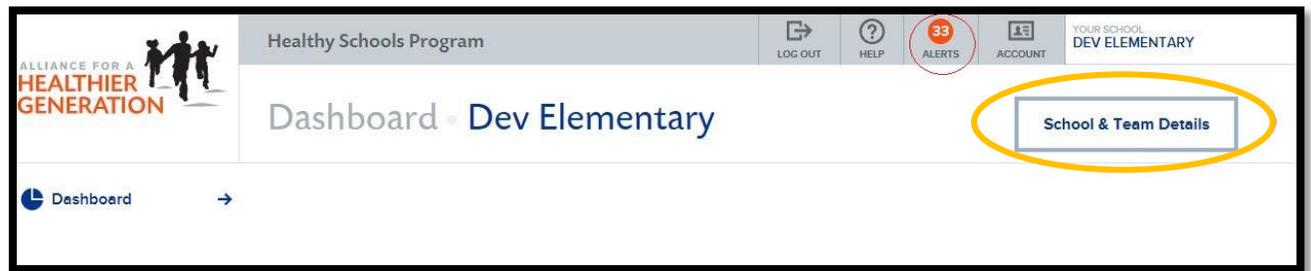
1. [Log in](#).
2. Scroll to the bottom of the Dashboard



The screenshot shows the 'Healthy Schools Program' dashboard. On the left is a navigation menu with 'Dashboard', 'Assessment', 'Celebration', and 'Tools & Resources'. The main content area is titled 'Invite Team Members' and contains a form with the following fields: 'First Name', 'Last Name', 'Email', and 'Membership Type' (a dropdown menu currently set to 'District Administrator'). A 'Send' button is located at the bottom of the form and is circled in yellow.

3. Fill in the fields with name, email address and role and click **Send**.
4. Once the invitees click the "Accept" link in their invitation and become registered members they are automatically added to the team.
5. You will receive a notification (top of Dashboard) when a team member accepts an invitation. A list of outstanding invitations may be found by clicking the **School & Team Details** button on the Dashboard and scrolling down.

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6. Fans cannot be invited or send invites as there is no approval process for Fans. Fans may just choose this role when they associate with the school.