

Inviting other users to your Reading Schools application

How to invite other users to your Reading Schools application

- Go to the [Reading Schools website](#)
- Click on the 'Log in' link in the top right corner of the screen



The screenshot shows the top navigation bar of the Reading Schools website. On the left is the Scottish Book Trust logo. In the center are links for 'About', 'Articles', 'Resources', and 'Contact us'. On the right are 'Log in' and 'Sign up' buttons, with 'Log in' circled in red. Below the navigation is a main banner with the heading 'Helping schools build and sustain a reading culture' and a sub-heading 'An accreditation programme for schools that are committed to building a culture of reading for their learners and communities. It is brought to you by Scottish Book Trust.' There are two buttons: 'Sign up' and 'How it works'. To the right of the text is a photograph of two children reading a book together, set against a background of overlapping colored shapes (green, orange, grey).

- Fill in your Email address and password, then click on the Log in button at the bottom left of the page

Log in

If this is your first time using the Reading Schools website, please [sign up](#) for an account.

Email
helen.symington@scottishbooktrust.com

Password
.....

Remember me

[Log in](#)

[Sign up](#)
[Forgot your password?](#)
[Didn't receive confirmation instructions?](#)
[Didn't receive unlock instructions?](#)

- Click on 'View' to see your school application

Welcome Helen Symington

Your dashboard is where you can start a new Reading Schools application or access any previous applications.

You can be a contact and work on more than one school's Reading School application at the same time.

If you have saved or submitted an application for a Reading School, you will find this in the 'Your applications' section.

Signed in successfully.

Your applications

Abbeyhill Primary School
Core Level ★
Last updated: 27/09/21

[View](#)

[New application +](#)

- Under 'Invite new user', fill in the person's email address and role, then click on 'Send invitation'

The screenshot shows the 'Core Level' user management interface. It includes sections for 'Action plan' (with 'View' and 'Edit' buttons), 'Evidence plan' (with 'View' and 'Edit' buttons), and 'Application Users' (listing Helen Symington as a librarian with 'Lead contact' and 'Leave' options). The 'Invite new user' section features two input fields labeled '* Email' and '* Role', and a 'Send invitation' button. A red arrow points to the email field, and a red rounded rectangle highlights the 'Send invitation' button.

- Until the invitee has accepted the invitation, it remains 'pending'.

This screenshot shows the same 'Core Level' interface, but with a 'Pending invitation' listed under the 'Pending invitations' section. The invitation is for a user with a redacted email address and the role of 'librarian'. A 'Remove' button is visible next to the invitation. A red rounded rectangle highlights the entire 'Pending invitation' entry.

- The invitee will receive an email with a link to view the invitation. We recommend that the invitee check their spam and junk folders if they have not received the email. The invitee should click on 'View the invitation' link in the email they receive. If they have not already signed up to Reading Schools, we recommend that they do so before clicking on the 'View the invitation' link.



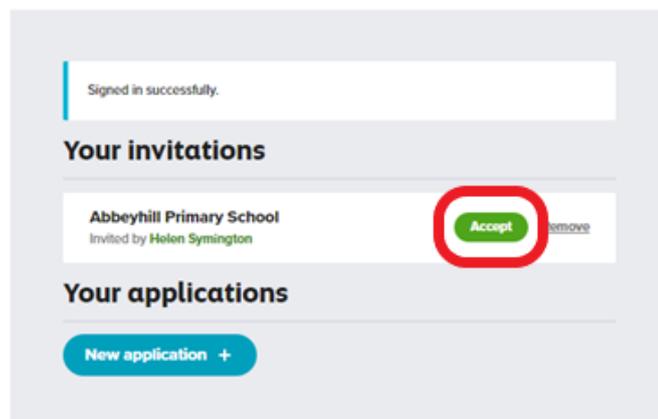
- In the invitee's dashboard, click on 'Accept' beside Your invitations

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- There are now two application users

[Back to dashboard](#) | [Log out](#)

Abbeyhill Primary School

Successfully added to application

Core Level ★

Action plan
Your action plan is under review. [View](#) [Edit](#)

Evidence plan [View](#) [Edit](#)

Application Users

Helen Symington Librarian	Lead contact
Helen Symington librarian	Leave