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

• 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.
• Under ‘Invite new user’, fill in the person’s email address and role, then click on ‘Send invitation’.

• Until the invitee has accepted the invitation, it remains ‘pending’.
• 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
There are now two application users.