

INVITING GROUP MEMBERS AND ACCESSING THE DIGITAL VIEW

Inviting Group Members

You created a group during the membership purchase process.

To add members to your group, you have two options: You can manually add members, or you can send a link for your participants to add themselves. Please see the instructions below, or [view this screencast](#) to see the instructions in action.

OPTION 1: Manually Add Members

1. NOTE: This option is only recommended when inviting a member as Group Manager. Group Managers have the ability to add/remove members.
2. Log in to your account by clicking on the “My Account” link at the top of www.intercambio.org.
3. Click on “view group” from the menu on the left.
4. Then click on your group name which you will see in the table on the screen.
5. Click “add member” from the menu on the left.
6. Enter the email address of the member you would like to add. (Choose “manager” as their role only if you would like them to have the ability to add/remove members.)
7. An email will automatically be sent to your invitee that includes a link titled “Please click here to join [name of group] digital view.” Once clicked, your invitee will be taken to our website where they’ll be able to create an account linked to your group. Their initial password will be automatically sent to them. If they do not receive the email (or it ends up in their junk folder), tell them to choose “forgot password” to receive an email where they can create a new password.
8. Once your members have joined your group and are logged in, they will access the Digital View resources on the by selecting “Memberships.”

OPTION 2: Send Members a Link - RECOMMENDED OPTION IN MOST CASES

1. Log in to your account by clicking on the “My Account” link at the top of www.intercambio.org.
2. Click on “view group” from the menu on the left.
3. Then click on your group name which you will see in the table on the screen.
4. Click “add member” from the menu on the left.
5. The “join” link associated with your group will be visible on the screen. Copy and paste this link into an email to share with your prospective members. Once members click on the link, they will have an opportunity to create an account associated with your group.
6. Once your members have joined your group and are logged in, they will access the resources on the by selecting “Memberships.”

Trouble-shooting Notes:

- Group Managers can resend an invitation by following the first three steps in Option 1. Then, choose “members.” Here you can view current members, and pending invitations (these are members that have not accepted your invitation). By clicking on “pending invitations,” you’ll be able to resend the invitation.

- By clicking on the invitation link, they will be taken to a page where they can create an account on the Intercambio website. Your invitees will need to create an account before they join your group. If your members have previously placed an online order with Intercambio, they should already have an account on our website.

Accessing the Digital View as a Group Member

1. Use the link sent to you by your Group Manager to join the Digital View. You will need to create an account. NOTE: If you have previously used the Intercambio website to place an order, you will already have an account that will automatically link to the resources upon clicking on the invitation link. (You can reset your password if you do not remember it.)
2. Click on “memberships” from the menu on the left to access the digital view materials.
3. You will then choose from student or teacher books.