

INVITING GROUP MEMBERS

Inviting Group Members

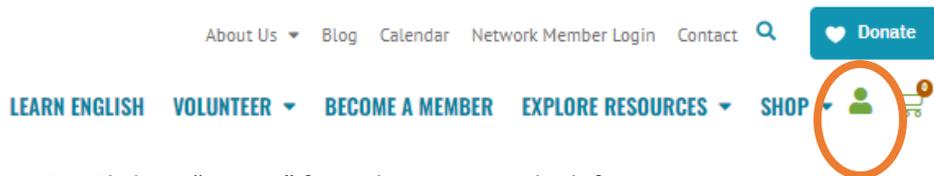
You created a group during the process of purchasing the group product (Confidence and Connections Digital View Annual Access, Confidence and Connections Teaching Slides, or Intercambio Network Membership).

To add users to your group, you have two options: You can manually add users, or you can send a link for your participants to add themselves. Please see the instructions below.

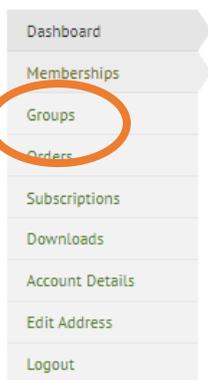
If you prefer to see this in action, here is a [screencast](#) of the process.

OPTION 1: Send Users a Link

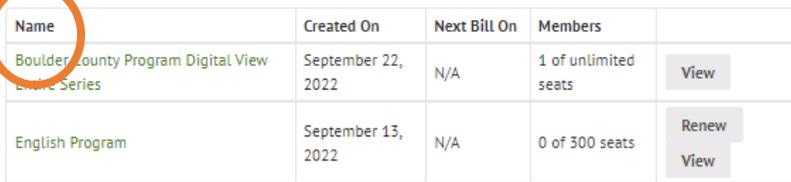
1. Log in to your account by clicking on the icon of the green person at the top of www.intercambio.org



2. Click on “groups” from the menu on the left.



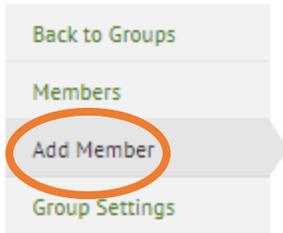
3. Then click on your group name which you will see in the table on the screen.



Name	Created On	Next Bill On	Members	
Boulder County Program Digital View Online Series	September 22, 2022	N/A	1 of unlimited seats	View
English Program	September 13, 2022	N/A	0 of 300 seats	Renew View

(NOTE: **YOUR** group name will be visible on the screen. The image above is an example with invented group names.)

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 users. Once users click on the link, they will have an opportunity to create an account.

Back to Groups

Members

Add Member

Group Settings

This group has **300 seats remaining**. You can **add yourself as a member**, share your group registration link, or manually add new members below.

Registration Link

This registration link will allow members to register themselves for your group. Please use caution when sharing this, as it allows any visitor to add themselves to your group.

<https://intercambio.org/my-account/join-group/89a1b52529467082ecf353...> [REGENERATE LINK](#)

(NOTE: The link in the image above is an example. Your link will be unique to your organization.)

OPTION 2: Manually Add Users

1. NOTE: This option is only recommended when inviting a user as a Group Manager. Group Managers have the ability to add/remove other users.
2. Log in to your account by clicking on the icon of the green person at the top of www.intercambio.org.

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3. Click on “groups” from the menu on the left.

- Dashboard
- Memberships
- Groups**
- Orders
- Subscriptions
- Downloads
- Account Details
- Edit Address
- Logout

4. Then click on your group name which you will see in the table on the screen.

Name	Created On	Next Bill On	Members	
Boulder County Program Digital View Entire Series	September 22, 2022	N/A	1 of unlimited seats	View
English Program	September 13, 2022	N/A	0 of 300 seats	Renew View

(NOTE: **YOUR** group name will be visible on the screen. The image above is an example with invented group names.)

5. Click “add member” from the menu on the left.

- Back to Groups
- Members
- Add Member**
- Group Settings

6. Enter the email address of the user you would like to add. (Choose “manager” as their role only if you would like them to have the ability to add/remove users.)

Add Member

Enter member details - your group member will receive an invitation via email.

Email *

Role *

ADD MEMBER

7. An email should automatically be sent to your invitee that, once clicked will invite them to create their own user account and join your group.

8. Once your users have joined your group and are logged in, they will access the resource by clicking the icon of the green person to log in to the website and navigating to MEMBERSHIPS in the menu on the left and clicking on the pertinent product found in the “plan” column.

Dashboard	
Memberships	Plan
Groups	Digital View Student and Teacher Book Access
Orders	Confidence and Connections Teacher Slides
Subscriptions	Intercambio Network Friend Membership
Downloads	Digital View Student Book Access
Account Details	
Payment Methods	
Edit Address	
Logout	Intercambio Network Family Membership

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 Your Intercambio Resource (instructions to share with users)

1. Your program administrator will invite you to access the digital resource housed on the Intercambio website in one of two ways. You will either receive a link directly from them, or you will receive an automatically generated email from Intercambio. In either case, click on the link.
2. The link will invite you to create an account. NOTE: If you have previously used the Intercambio website to place an order or access a different digital resource, your previously created account will automatically link to the new resource upon clicking the invitation link. (You can reset your password if you do not remember it.)
3. Once you are logged in, click the icon of the green person at the top of the Intercambio website which will take you to your [account dashboard](#).
4. Then, click [memberships](#) to see the product(s) available to you.

