

# Admin Invite Guide

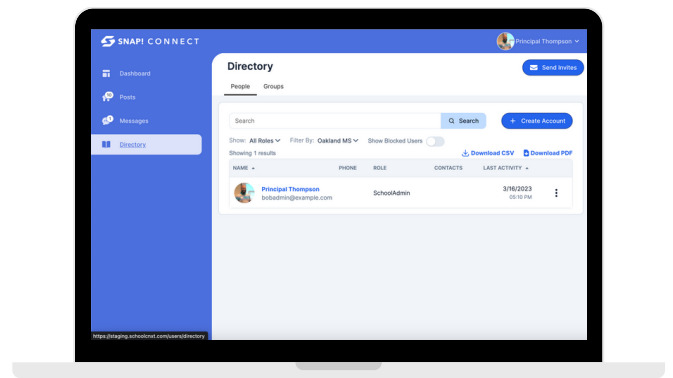
People with an admin account on Snap! Connect can send digital invitations to their entire school community or those of a given role type by following the steps below (must be down on the web app).

*Note: Only individuals who have not yet activated their accounts will receive invitations.*


## Step One

Select Directory from the left-hand navigation menu bar.

If applicable, filter to the role type you would like to invite (i.e., only staff) by clicking All Roles. If you do not check any boxes, you will invite your entire school community. Note: Student accounts are disabled by default. Unless your school has enabled them, students will not be invited.



## Step Two

Click  in the top right-hand corner of the screen.

Select [Send Invites](#) to send digital invitations. These will go out via email or text message depending on the contact information for each user.

Select [Print Invitations](#) if you want to print physical invitations. These will print out alphabetically within the homeroom.

