

Invite Parents/Contacts to Download the CircleTime Mobile App

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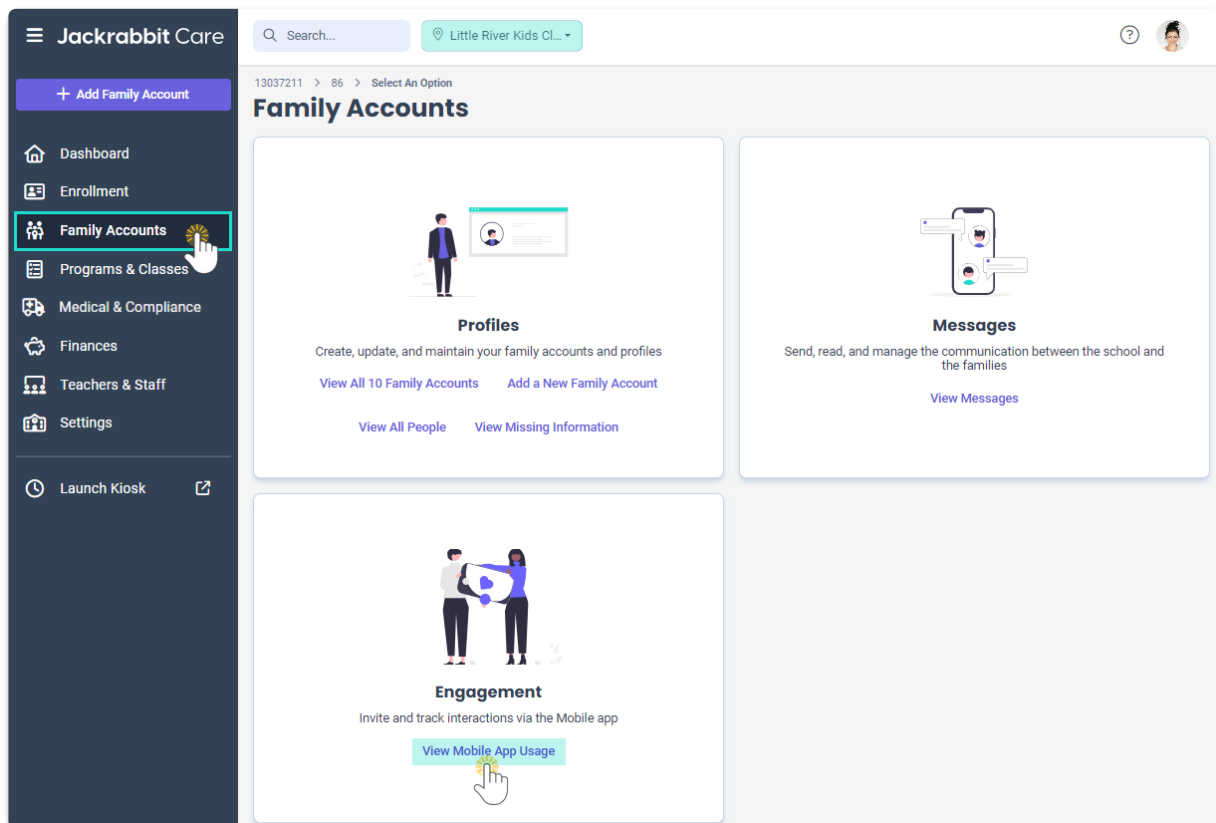
A **CircleTime™ Mobile App** invitation can be sent once a contact is added to a Family Account, or multiple invitations can be sent to various contacts at any given time.

Invite Multiple Contacts to Download the Mobile App

Owners and Administrators automatically have permissions to access **Family Accounts** (left menu) > **View Mobile App Usage**, where they can email invites to contacts, encouraging them to set a password and download the CircleTime mobile app.

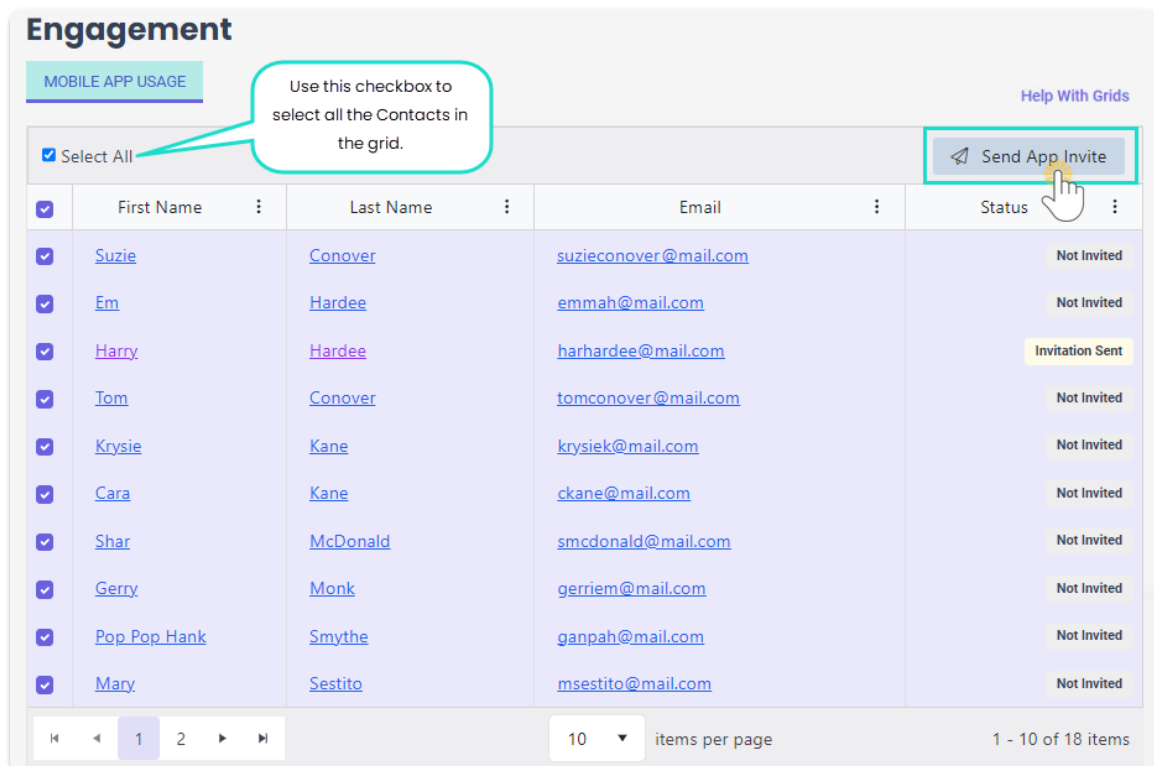
1. Go to the **Left Menu** > **Family Accounts**.

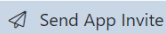
Note: Be sure you have the right site selected at the top of the page.

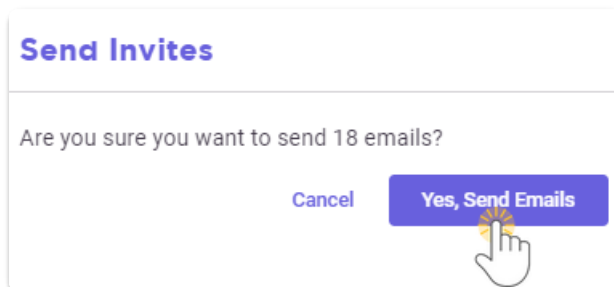


2. Click the **View Mobile App Usage** link on the *Engagement* card. This will open the **Engagement** page to show a grid listing the Contacts in family accounts and the status of the Mobile App invite; *Invitation Sent* or *Not Invited*.
 - The grid can be sorted by columns.
 - Drag and drop columns to change the order in the grid.
3. Select which Contact(s) you want to invite to download the Mobile App.
 - Use the **Select All** checkbox to select all the Contacts on all pages in the grid.

- Use the top checkbox in the 1st column to select the Contacts on the page you have open.
- Use individual checkboxes to select one or more of the Contacts on the page.



4. Click the **Send App Invite** button  and a **Send Invites** window will open and indicate how many email invites will be sent.



5. Click **Yes, Send Emails**. You will see a confirmation message pop up in the upper right. The status for the Contacts will immediately change to *Invitation Sent*.

The contact will receive an email requesting they **Set a Password**. Once the password is created, the contact will automatically be prompted to download the mobile app from either the Google Play or Apple App Store. They can download the app, sign in and they are ready to go!

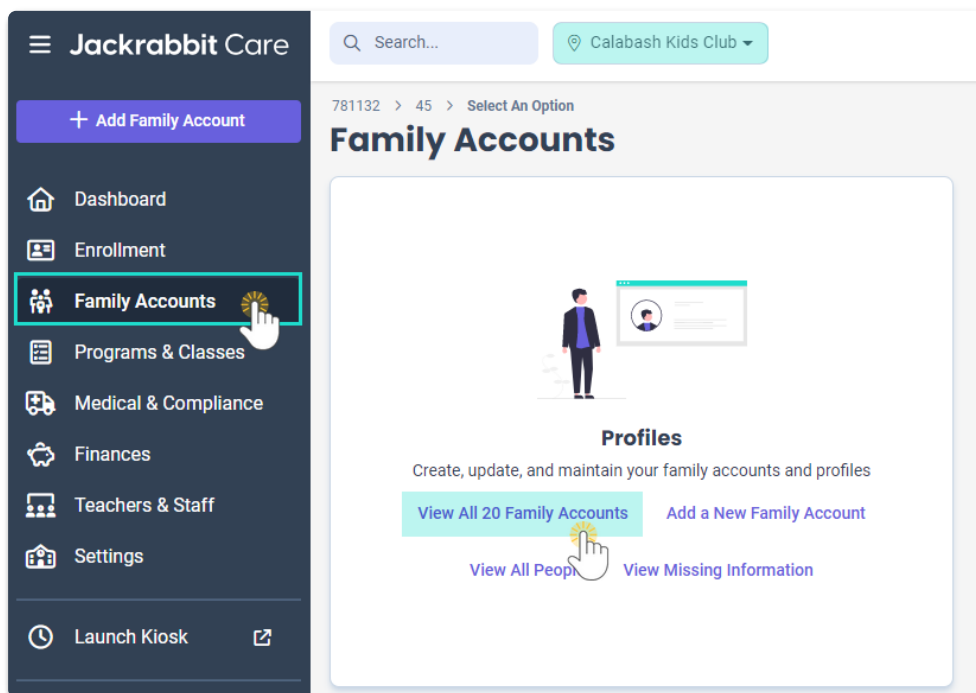
Send an Invite to a Single Contact


After a Family Account is created, it's time to invite the family contacts to download the CircleTime mobile app. Owners and Administrators automatically have the permissions to invite all the parents/contacts to download the CircleTime mobile app. Teachers can send an invite to a family

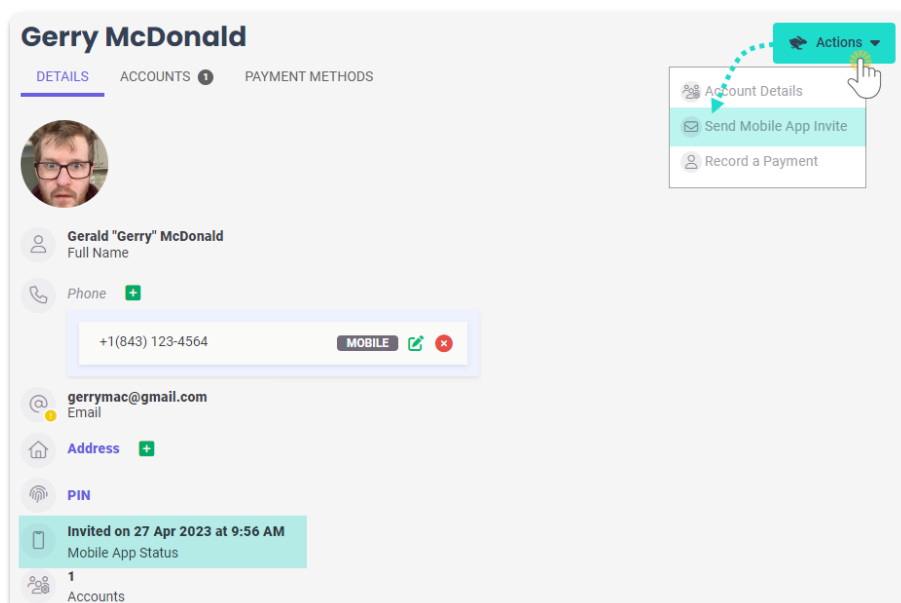
contact when they are in Class Mode.

1. Go to the **Left Menu > Family Accounts**.

Note: Be sure you have the right site selected at the top of the page.



2. Click the **View All # Family Accounts** on the **Profiles** card to locate the Family Account.
3. Select the Family card and click the Contact to open their **Details** tab.
4. Go to the **Actions Menu**  **> Send Mobile App Invite**.
 - o The contact will receive an email requesting they **Set a Password**.
 - o Once the password is created, the contact will automatically be prompted to download the mobile app from either the Google Play or Apple App Store.
 - o They can download the app, sign in and they are ready to go!



The **Mobile App Status** section on the Family Account Contact Details tab indicates when the contact was invited to download the app. In addition, you will be able to see the last sign-in date and time. After a parent downloads the app, the option to **Send Mobile App Invite** is no longer available from the **Actions Menu**.



Help is just a few clicks away! Go to [Jackrabbit Care Support - Resource Center](#) to select the help option that works best for you.
