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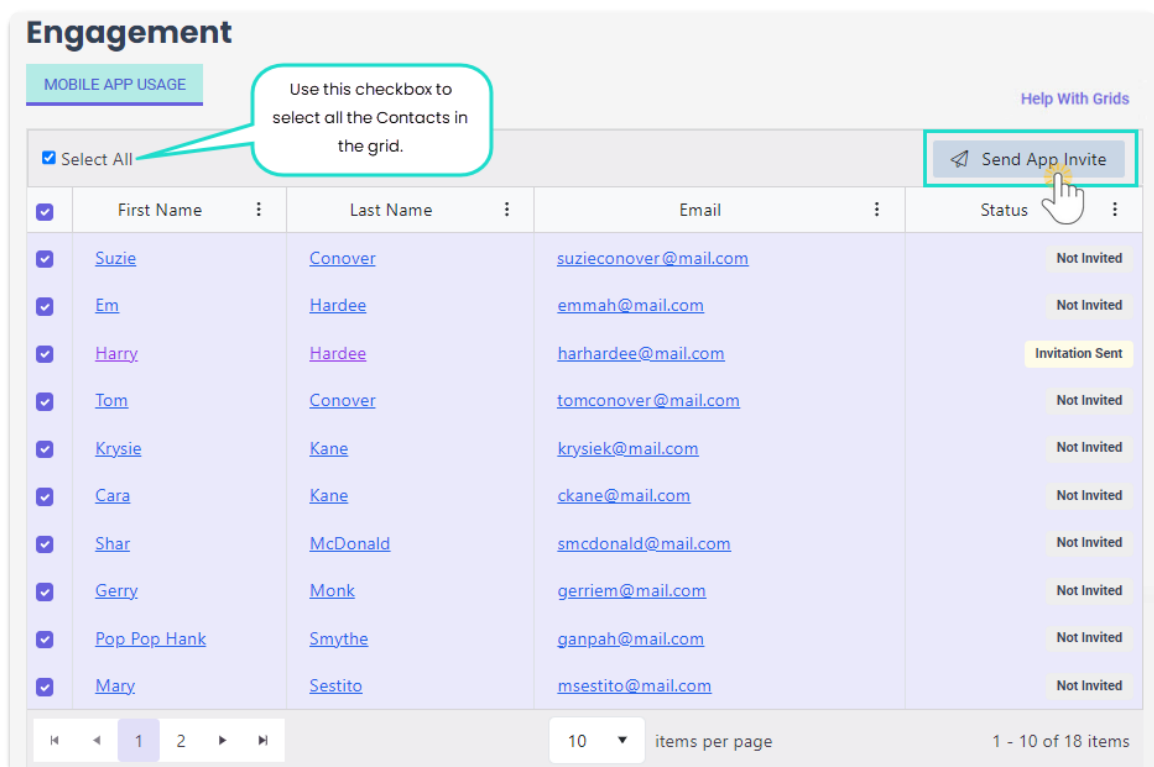
A **CircleTime™ Mobile App** invitation can be sent once a contact is added to a Family Account, or multiple invitations can be sent to various contacts at any given time.

Invite Multiple Contacts to Download the Mobile App

Owners and Administrators automatically have permissions to invite families to download the CircleTime mobile app. Ensure the correct site is selected at the top of the page, then follow these steps:
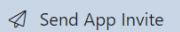
1. Go to the **Family Accounts** (left menu) > **Engagement** card > **View Mobile App Usage.**
2. Select which Contact(s) you want to invite to download the Mobile App.
   - Use the **Select All** checkbox to select all the Contacts on all pages in the grid.
   - Use the top checkbox in the 1st column to select the Contacts on the page you have open.
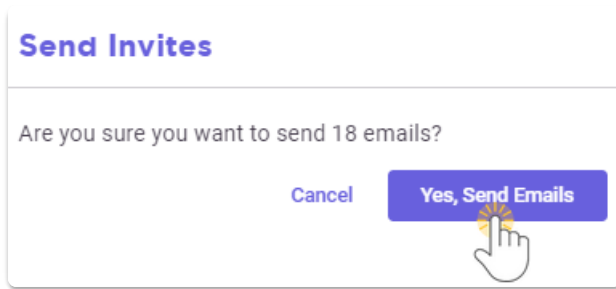   - Use individual checkboxes to select one or more of the Contacts on the page.

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

4. 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

Ensure the correct site is selected at the top of the page, then send a CircleTime mobile app invite to a single family contact by doing the following:

1. Go to **Family Accounts** (left menu) > **Profiles** card > **View # Active Family Accounts**
2. Select the Family card and click the Contact to open their Details tab.
3. Go to the **Actions** menu   > **Send Mobile App Invite**.
   - 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!
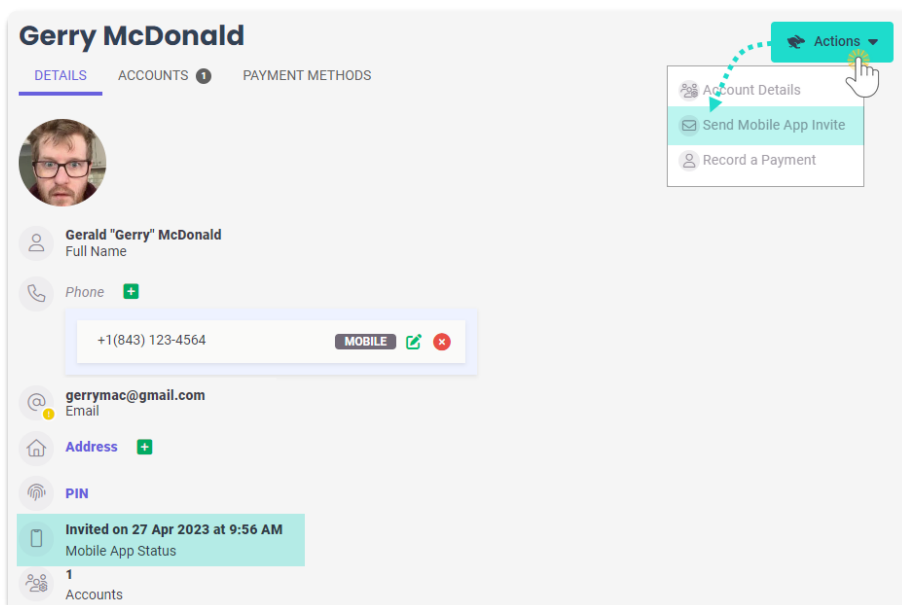
The *Mobile App Status* section on the Family Account Contact Details tab indicates when the contact was invited to download the app. In addition, you will be able to see the last sign-in date and time.

After a parent downloads the app, the option to *Send Mobile App Invite* is no longer available from the Actions menu.