

## Coach: How to Invite Parents

Below, you will find instructions for the **Lead Coach/Mentor 1** or the **Lead Coach/Mentor 2** to invite parent/guardians and youth members to your team.

On your Dashboard, under Team Contacts/Roster column, click on the blue Contact Options button and select “Manage Contacts”

- Under the Team Contacts page header, click on the blue Invite Contacts button
- Under “Contact Type” select “Parent/Guardian”
- Enter the ***parent’s name and email address*** in the appropriate fields and click “add”
- Enter additional parents as needed; be sure to click “add another” after your last entry, even if you are not adding another name
- When done, click on “Send Invitation”

This will generate an email to the Parent/Guardian Contact alerting them that they have been invited to sign the youth consent and release form and to apply the youth to your team. If they do not already have a user profile, they will be asked to create parent account and complete their child’s profile from the Parent/Guardian – Youth tab.

**Complete instructions for new and returning parents can be found [HERE](#) –**

**[https://www.firstinspires.org/sites/default/files/uploads/resource\\_library/youth-registration-guide-v3.pdf](https://www.firstinspires.org/sites/default/files/uploads/resource_library/youth-registration-guide-v3.pdf)**

Once the parent has submitted the application, you will need to go back to the Team Contacts page to accept or decline the youth team members listed as “Application Pending” by selecting the “Options” menu on their contact card. You will then see those team members on your Printable Roster.

\*Please note your team will need to have two screened Lead Coach/Mentors in place before you can invite your team members and view the roster.