

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 done 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). 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 Email/SMS Invitations to send digital invitations. These will go out via email or text message depending on the contact information for each user.

Step Three

- Click  .
- Select Print Invitation Letters if you want to print physical invitations. These will print out alphabetically within the homeroom.

