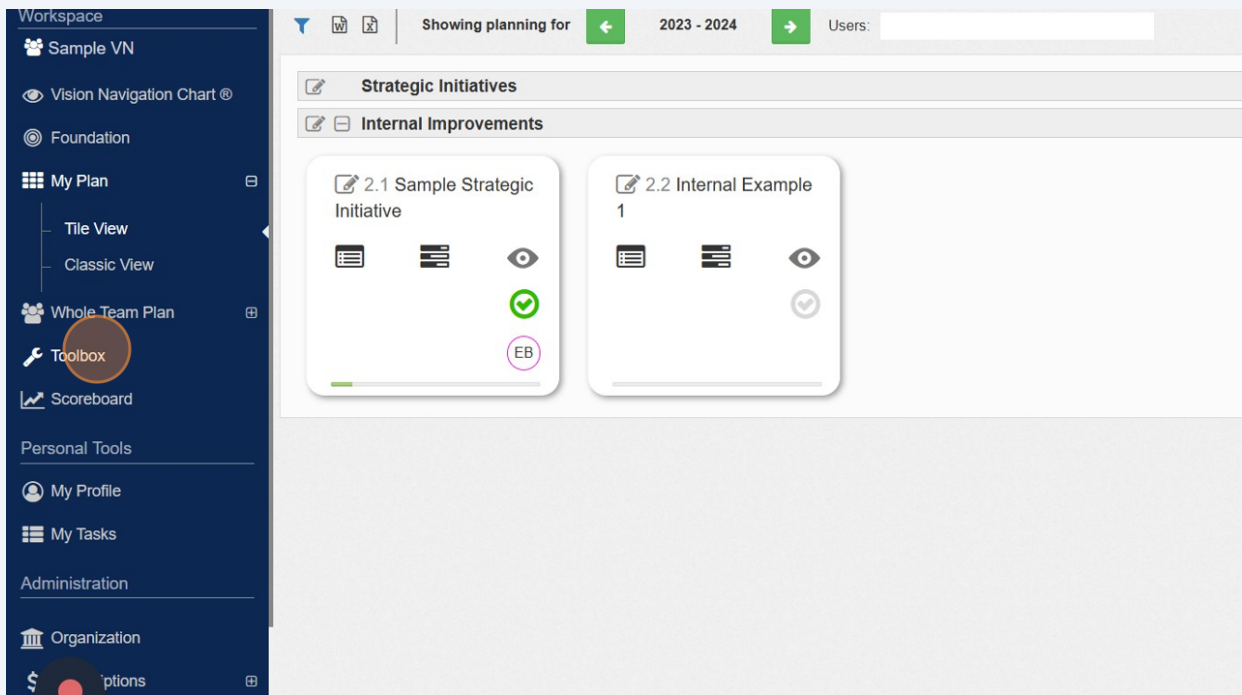


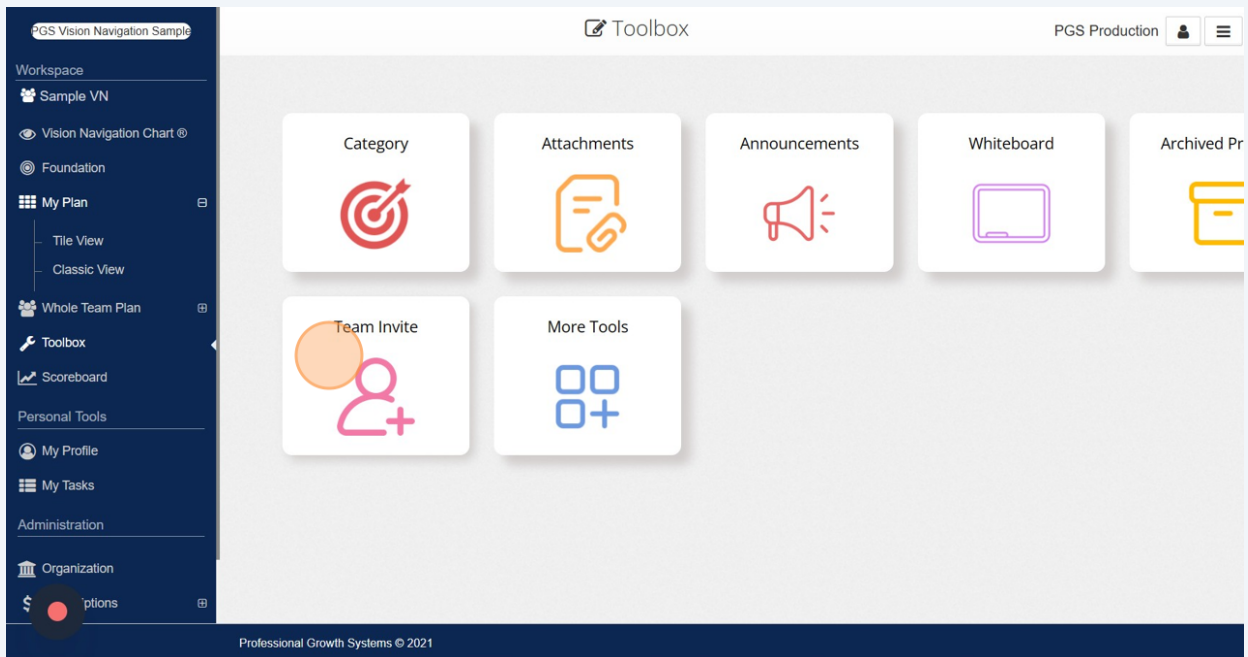
Invite Team Members to a Project

This guide provides step-by-step instructions on how to invite team members to a project via email invitation. It includes detailed instructions on navigating to the project, entering email addresses, adding a message, and sending the invitations. Following these steps will help users easily invite team members to collaborate on a project.

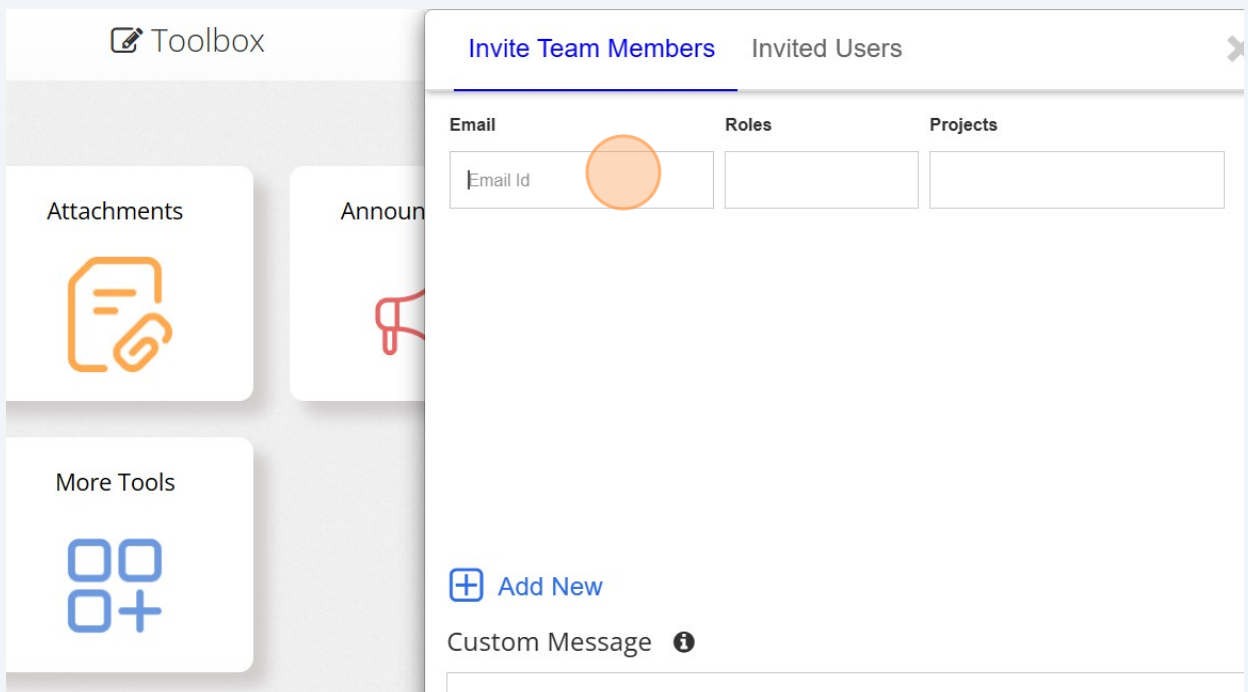
1 Click "Toolbox" in the left menu column.



2 Click on the Team Invite tile.

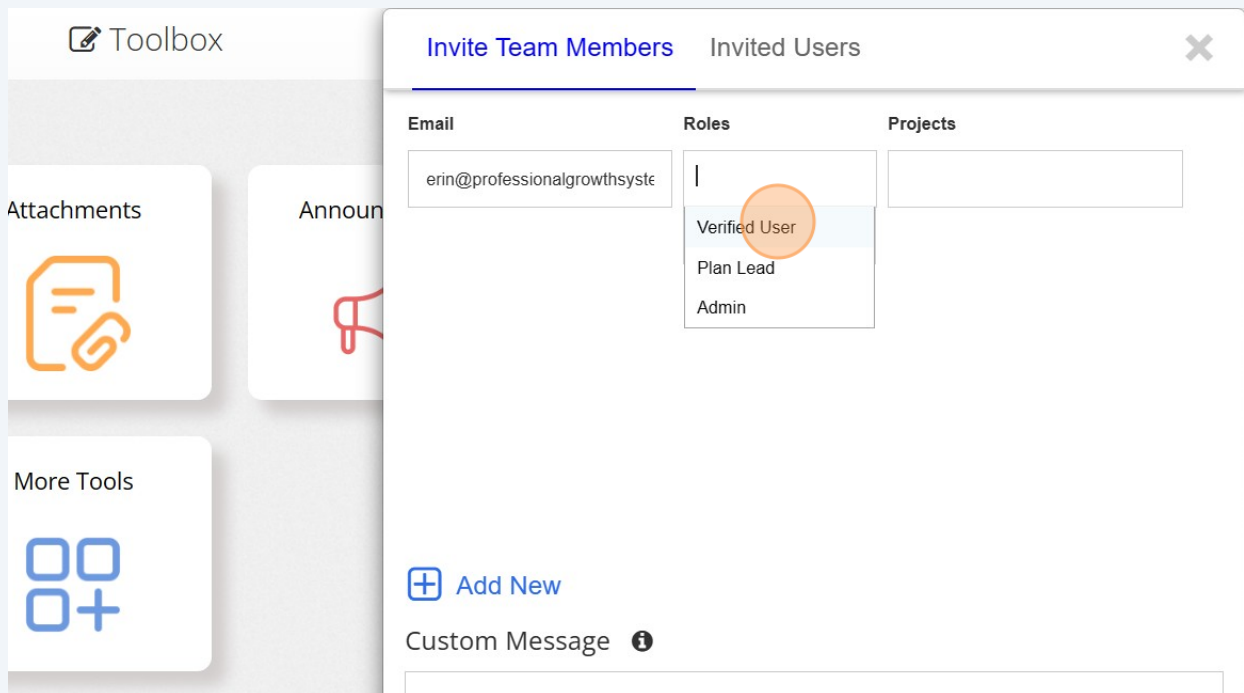


3 Enter the email address of the team member you wish to invite. To send an invite to multiple team members, click "+ Add New" for multiple lines to appear.



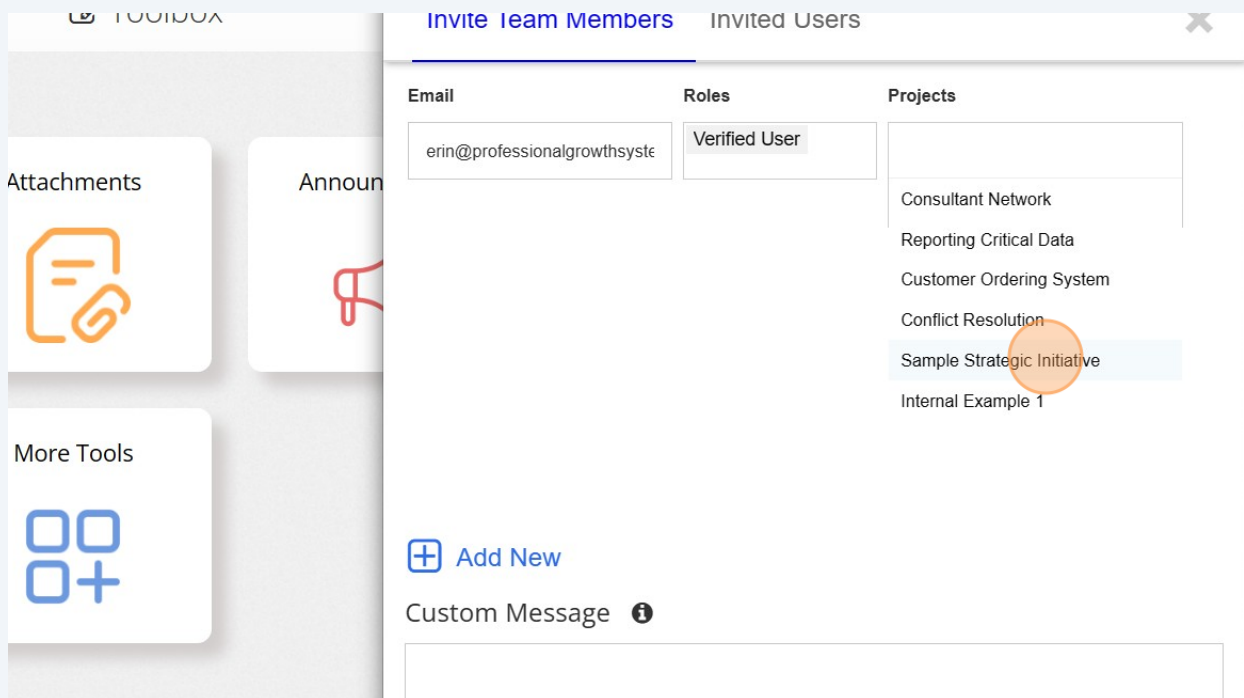
4

Select a project role for each team member. Most team members will be Verified Users, select Plan Lead for the person(s) running the project and Admin should be selected for the overall leader of the vision navigation platform.



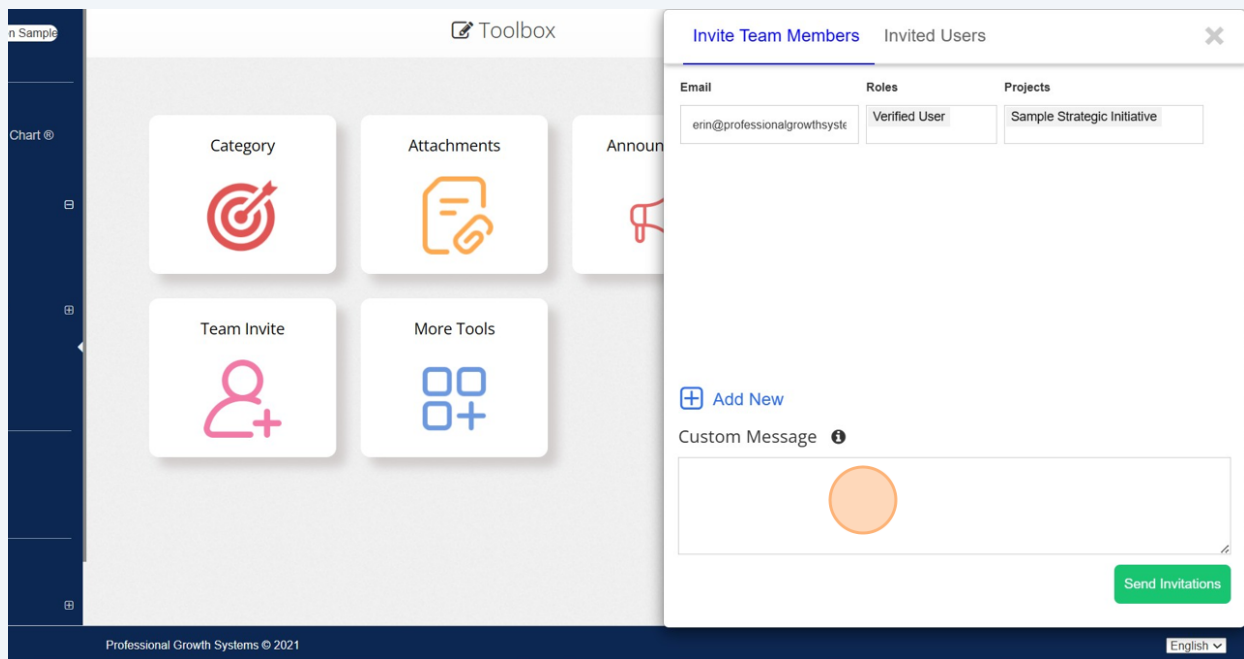
5

A drop down of project options will be generated based on your organization's strategic plans. You may select more than one project for the team member you are inviting.



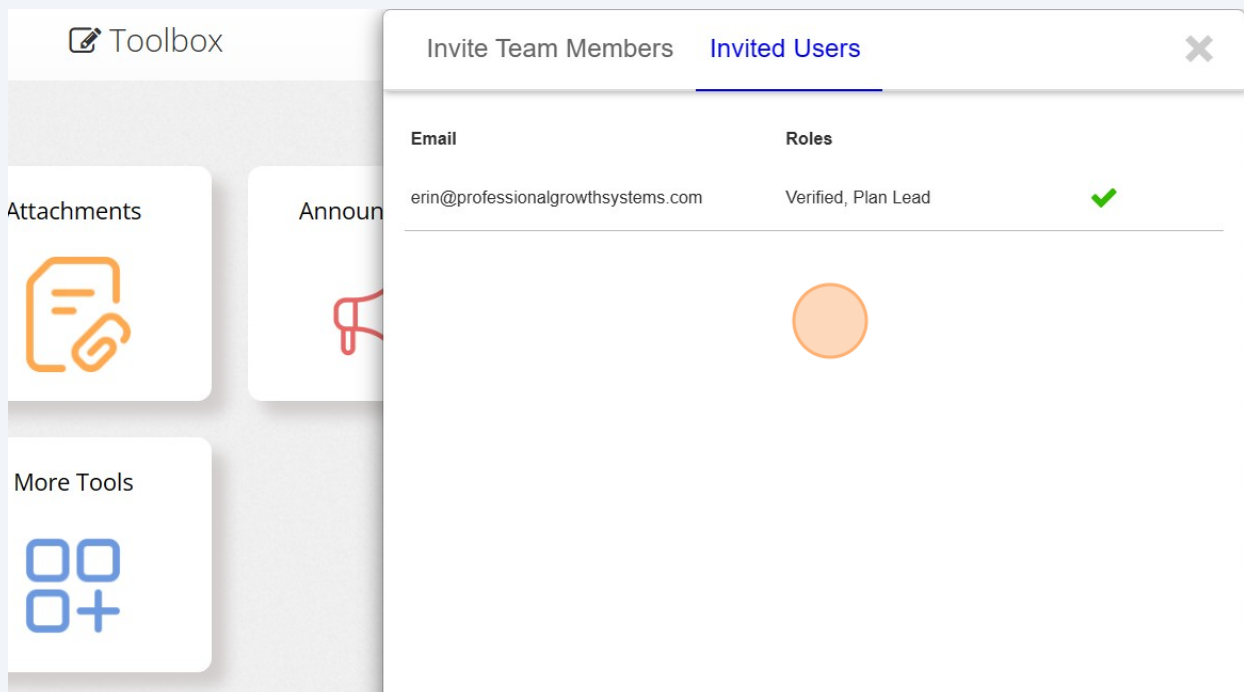
6

You can insert a message to the team member(s) you are inviting to help onboard the recipient to the vision navigation platform.



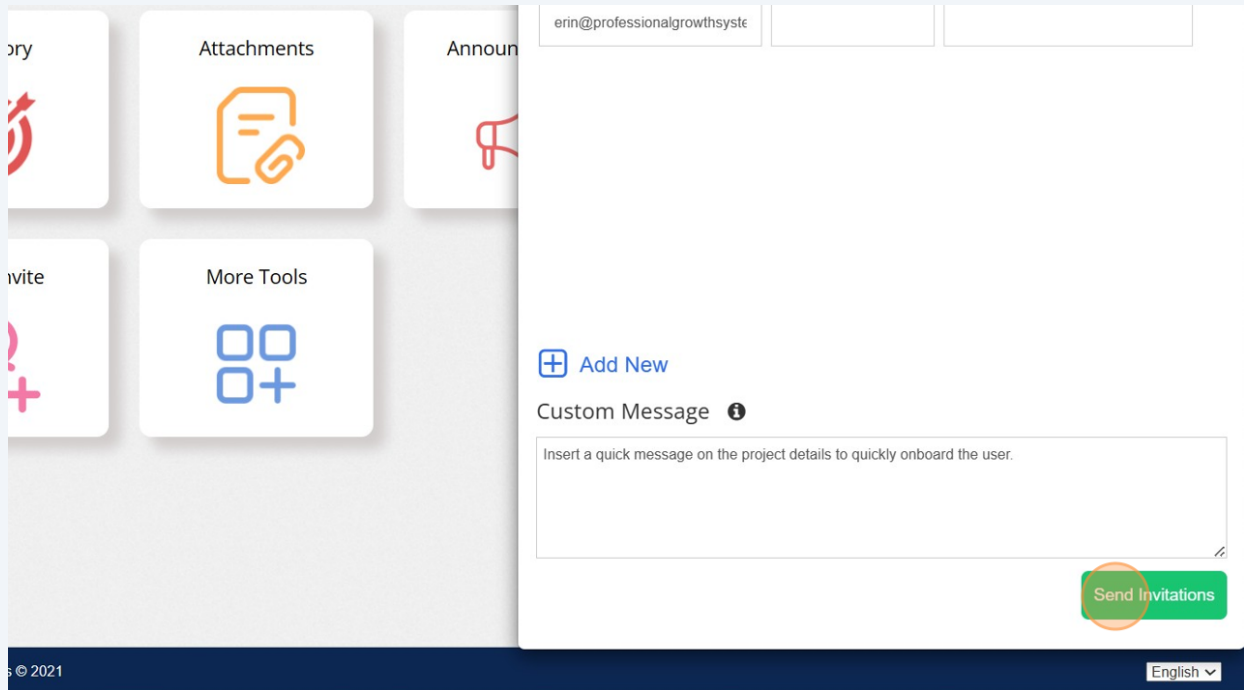
7

Click Invited Users to see a list of the previously invited team members and their status.



8

Once you have all the team members emails, roles and projects completed, click on the "Send Invitations" button. This will generate an email to the team members letting them know they have been added to the project team.



9

Click "X" to close the Team Invite drawer.

