



## HOW TO RESPOND TO AN INVITATION VIA EMAIL

### Overview:

This guide provides you with the steps on how to respond to an invitation that you receive via email.

It also walks through the steps on changing your given consent if required.

*Please Note: The screenshots used in this guide are an example only, and do not contain real student or school information.*

### How to respond to an invitation via email

#### Step 1:

You will receive an email via Consent2Go to notify you that your child has been invited to an event hosted by their school.

This invitation will include an outline of the event's information and provide you with a button to select to 'Confirm attendance' for your child.

A blue rectangular button with rounded corners. The text 'Confirm attendance for' is in white, and 'Child's Name' is in a white rounded rectangle on the right side.

#### Step 2:

When you are ready to complete the process, click the above button to begin.

This will open a new page, that shows you the event information. Once you have reviewed these details, you can choose whether or not you wish for your child to attend. Select the option at the bottom of the page that suits your decision:

A blue rectangular button with rounded corners. The text 'Child's Name' is in a white rounded rectangle, followed by 'is attending' in white.

A red rectangular button with rounded corners. The text 'Child's Name' is in a white rounded rectangle, followed by 'is not attending' in white.

#### Step 3A:

If you have selected 'Not Attending', you will be asked to confirm your answer. Once done, an email will be sent to you notifying you of the decision.

This email will contain the option to 'change your decision' if needed.

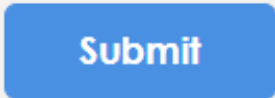
A blue rectangular button with rounded corners and white text.

### Step 3B:

If you have selected 'Attending', you will be given the opportunity to review your child's record. This includes:

- Parent Information
- Care Details
- Medical Conditions
- Permissions

Once you have walked through each of the above stages, and updated any required information, click 'Submit':



Submit

You will be sent a confirmation email stating your given consent. This email also contains the option to make a change to your decision or details, if needed.

[Click here to make a change to your decision or details](#)

### How to respond to update a response via email

#### Step 1:


To change your response to an event invitation, locate the confirmation email you received.

#### Step 2:

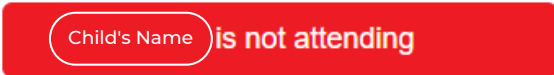
Select the button to 'make changes to your decision'.

#### Step 3:

If you have previously marked your child as 'Attending', you can choose to update their details or change your decision to 'Not Attending'.




Update Details for Child's Name



Child's Name is not attending

If you have previously marked your child as 'Not Attending' you will only have the option to allow them to attend.



Child's Name is attending