

## HOW TO RESPOND TO AN INVITATION VIA THE APP

### Overview:

This guide provides you with the steps on how to respond to an invitation through the Consent2Go Parent App.

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

### How to respond to an invitation the app

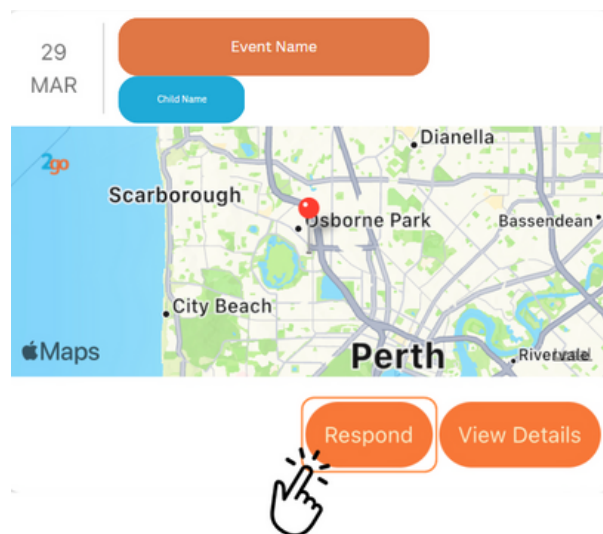
#### Step 1:

Open the Consent2Go Parent App and navigate to the Event Tab



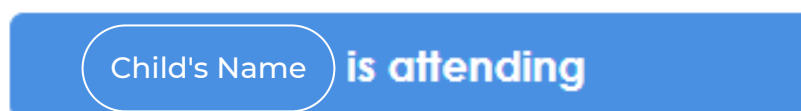
#### Step 2:

Find the event for your child in this list, and select 'Respond'



#### Step 3:

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:

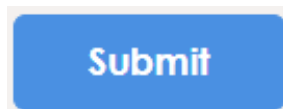


#### Step 4A:

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':



You will be sent a confirmation email stating your given consent. This will also update to reflect in the app itself.

#### Step 4B:

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, and the app will update to reflect the change.

### How to update your response within the app

You are able to update your given consent at any time by selecting the 'Update Response' button located on the event in the Event tab.

