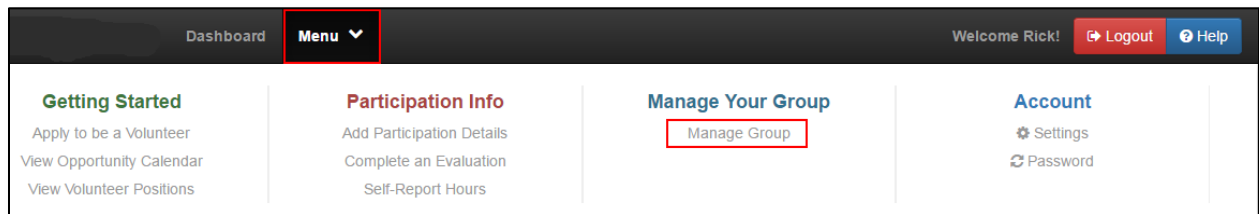


## Invite your spouse and/or adult family members

This document will show you how to send information to adults so they can join your Group. If you are not inviting any adults to join your Group at this time you can skip to Task 5 on the Cayen Volunteer Parent Checklist.

### Step 1: Create a Group

1) Go to Menu → Manage Your Group and click Manage Group.



2) Enter in the name of your Group and click Create.



3) You will receive an email that includes a link to join your Group. Forward this email with the link to your spouse and/or adult family members. They will click the link and will be directed to the Volunteer Portal to create an account. Once they create an account they will be joined to your Group. Adult Group members are responsible for completing their own applications, registering for Opportunities, and viewing Participation reports.

