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Manage Family Members

Teachers can manage the family members associated with their children and invite them to create an account in the Family area. Resources shared with a child's family will be shared with all family members associated with that child.

1 To add new family members navigate to the Family Engagement sub-navigation of the Family area.

3 Select **ADD FAMILY MEMBER**.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family. The 'Family' tab is selected. Below the navigation bar, the 'Family Engagement' sub-navigation is active. The main content area is titled 'Manage Family Members' and contains the following text: 'Manage the family members associated with your children and invite them to create an account in the MyTeachingStrategies™ Family portal. Resources shared with a child's family will be shared with all family members associated with that child.' Below this text are two buttons: 'Add Family Member' and 'Invite Selected Family Member'. A table lists family members for a child named Bella Fernandez.

<input type="checkbox"/>	Child	Family Member	Family Member Email	Family Member Relationship	Invite / Resend	Invitation Emailed	Email Status	Delete Family Member
<input type="checkbox"/>	Bella Fernandez	Tim Reed	timr@teachingstrategies.com	Father		04/06/2018	Read	

2 Select **MANAGE FAMILY MEMBERS** in the left navigation.

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Add Family Member

- 1 Choose a child from the **SELECT CHILD** dropdown.
- 2 Type in the family member's first name, last name, and email address (the Family Member Relationship field is optional).

MyTeachingStrategies® Teach Assess Develop Report **Family** Preschool MT

Family Engagement Family Conference Form

I want to...

- Manage Family Members
- View Shared Resources
- Access the Resources Library
- Manage Family Messages

Add Family Member

Enter the required information to add family members and invite them to create an account in the *MyTeachingStrategies™* Family portal.

Select Child
Emily Lacbawan

Family Member First Name	Family Member Last Name	Family Member Email	Family Member Relationship
Brittney	Hurst	bhurst@gmail.com	Mother

Add Another Family Member

Cancel **Save and Invite** **Save**

- 3 If you want to add another family member for the child at the same time, select **ADD ANOTHER FAMILY MEMBER**. Select **CANCEL** to go back to the previous screen. Select **SAVE AND INVITE** to add the family members to the system and to send an email invitation. Select **SAVE** to add the family members to the system without an email alert. Selecting **SAVE AND INVITE** on the **ADD FAMILY MEMBER** page will bring up the email invitation message page.

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Invitation to Family Members

1

The invitation email will default to English – toggle to **USE SPANISH** to use the Spanish invitation email.

2

Add an optional additional message to the family member(s) by typing into the **CUSTOM MESSAGE** box.

MyTeachingStrategies™

Teach Assess Develop Report **Family**

Preschool MT 13

Invitation to Family Members

Family Member Recipients

Child	Family Members
Isabella Ramirez	Maria Ramirez (Mother)

Preview Message

☒ Use English ☐ Use Spanish

Dear Maria Ramirez,
YOU ARE INVITED!
 I invite you to participate in our program by communicating with us online through the *MyTeachingStrategies™* Family portal.
 The *MyTeachingStrategies™* Family portal makes it easy to communicate with you about your child's ongoing development and our classroom activities.

 A MESSAGE FROM YOUR CHILD'S TEACHER

Customize Message

You have the option to add a customized note that will appear in the "A Message From Your Child's Teacher" section of the message. If you choose not to add a customized note, that section will not appear in your sent message.

3

Select **CANCEL** to go back to the previous screen. Select **SEND** to send the invitation email.

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Manage existing family members

- 1 To manage existing family members, navigate to the Family Engagement sub-navigation of the Family area. Select **MANAGE FAMILY MEMBERS** in the left navigation.
- 2 Select the check boxes next to one more family member's names, then select the **INVITE SELECTED FAMILY MEMBER** button to send or resend the invitation email (there is a check-all option). Select the name of the family member to edit their name and/or email address. Select the envelope icon to send or resend the invite email to that one family member.
- 3 The **INVITATION EMAILED** column will display the most recent date the invitation email was sent.
- 4 The **EMAIL STATUS** column will show **READ** when the family member accesses the invitation email.
- 5 Select the trash can icon under **DELETE FAMILY MEMBER** to remove that family member's access to the child.

The screenshot shows the 'Manage Family Members' page in the MyTeachingStrategies interface. The left sidebar has a 'Family Engagement' section with 'Manage Family Members' selected. The main content area has a title 'Manage Family Members' and a description: 'Manage the family members associated with your children and invite them to create an account in the MyTeachingStrategies™ Family portal. Resources shared with a child's family will be shared with all family members associated with that child.' Below this are two buttons: 'Add Family Member' and 'Invite Selected Family Member'. A table lists family members with columns for selection, child name, family member name, email, relationship, invite/resend, invitation emailed date, email status, and delete. The table contains one entry for Bella Fernandez with family member Tim Reed, email timr@teachingstrategies.com, relationship Father, and an invitation emailed on 04/06/2018 with a status of 'Read'. A trash can icon is visible in the delete column for this entry.

<input type="checkbox"/>	Child	Family Member	Family Member Email	Family Member Relationship	Invite / Resend	Invitation Emailed	Email Status	Delete Family Member
<input type="checkbox"/>	Bella Fernandez	Tim Reed	timr@teachingstrategies.com	Father		04/06/2018	Read	