

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.

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.

Confirm attendance for Child's Name

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:

Child's Name is attending

Child's Name is not attending

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.

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

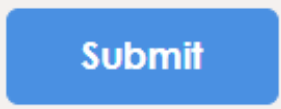
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Step 3B:

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':

A blue rectangular button with rounded corners and a white border, containing the word "Submit" in white text.

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.

How 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'.

A blue rectangular button with rounded corners and a white border. The text "Update Details for" is in white, followed by a white pill-shaped button containing the text "Child's Name" in blue.A red rectangular button with rounded corners and a white border. It contains a white pill-shaped button with "Child's Name" in blue, followed by the text "is not attending" in white.A blue rectangular button with rounded corners and a white border. It contains a white pill-shaped button with "Child's Name" in blue, followed by the text "is attending" in white.

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