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# THE MENNER GUIDED READING GOLD SCHOOL PROGRAM

HOW TO ADD  
MEMBERS TO YOUR  
SCHOOL GROUP



*An Online Program for Teachers*

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# GENERATE GROUP CODE TO INVITE USERS

## STEP 1

Generate group code, so that people you want to invite into this group can create own their accounts

Group Code  

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Code status   

## STEP 2

Slide the radio button to auto generate code

### New Group Code

Manual   Auto generated

CODE


OuRqPwbNpU

VALID FROM

07-12-2021

VALID TILL

30-04-2022



Validation Rules

Validate enrollment based on IP address and email address domain name.

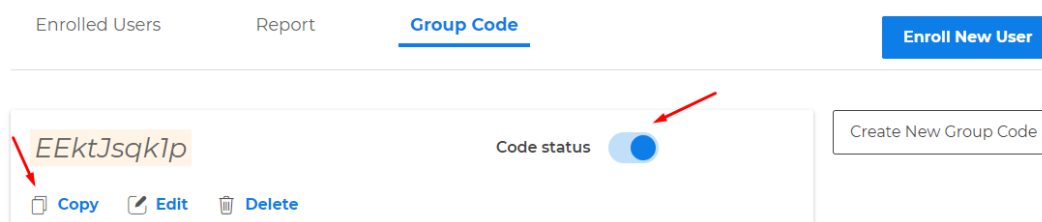
Cancel

 Submit

# STEP 3

Activate code status so that they can use it, then copy the code and send it to them together with this link:

<https://advanceteachertraining.com.au/group-registration/>



# STEP 4

Ask them to fill out the form and click submit to successfully enroll in your group.

The screenshot shows a 'Group Registration' form. It has the following fields and elements:

- FIRST NAME**: An empty text input field.
- LAST NAME**: An empty text input field.
- USERNAME**: A text input field containing the text 'admin'.
- USER EMAIL**: An empty text input field.
- USER PASSWORD**: A password input field with masked characters (dots).
- CONFIRM PASSWORD**: A password input field with masked characters (dots).
- GROUP CODE**: An empty text input field.
- A checkbox with the text: "By using this form you agree with the storage and handling of your data by this website in accordance with our [Privacy Policy](#)".
- At the bottom, there are two buttons: 'Cancel' and 'Submit'.

You will see the user in Enrolled Users after successful enroll

# HOW TO ADD EXISTING USERS IN THE GROUP

## STEP 1

Login using your account

<https://advanceteachertraining.com.au/course-list/>

## STEP 2

Click go to group dashboard

## STEP: 3

Click your group name


## STEP: 4

Click on Enroll New User

## STEP: 5

Fill up the form asking for their - First Name, Last Name and Email

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FIRST NAME	LAST NAME
<input type="text" value="Everette"/>	<input type="text" value="Lozada"/>
EMAIL	<input type="text" value="eve@tadhanacreatives.com"/>
	 Remove User
<input type="button" value="+"/> Add more users	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/> ←

**Note:** This is only applicable if they already register or have an account, but they don't have access on your group even though they enter your provided group code.