

[VIDEO] Send New Renewal Invitations

The Send Invitations page is where you send invitations to renew enrollment with your center. If you need to enroll new participants, see [Add Participants Online Using eForms](#).

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Required Permissions: You must have the **eForms** permission enabled on your account to use the eForms feature. Sponsored centers cannot send invitations for enrollment renewal.

1. From the menu to the left, click **eForms**.
2. Click **Send Invitations**.

Child ID	Child Name	Child Status	Form	Form Status	Expiration	Send Date
51133560	ARAUJO, CARLOS	Active, Pending	Enrollment Income Eligibility			
51133547	CANAS, ALEX	Active	Enrollment Income Eligibility		08/05/2019	
51133545	CEPEDA, ADALYNN	Active	Enrollment Income Eligibility			
50968569	Child, Test	Active	Enrollment Income Eligibility		01/01/2020	
51133551	OSMEROS, ANDERSON	Active	Enrollment			

3. Set filters for the participants to include.
 - Click the **Participants Expiring Within** drop-down menu and select a date range (**30 Days**, **60 Days**, **90 Days**, or **Custom Date**).
 - If you select **Custom Date**, enter a custom date range in the boxes that display.

Note: According to your display settings, this option may be called something else, such as **Children Expiring Within**. For more information, see [Set Display Settings](#).

 - Click the slider next to **Hide Invitations That Are Currently Open** to hide open invitations. This is set to **No** by default.
 - In the **What Forms Would You Like to See** section, click **Enrollment**, **Income Form**, or both.
 - Click **Go**.
4. Check the **box** next to the participants to which to send forms. You can also check the **box at the top of the table** to select all displayed participants.
 - Only the records on the page you are viewing are selected. You can click the **Display Records** drop-down menu to display additional records (**10**, **25**, **50**, or **100**).
5. Send the form(s).
 - To send both enrollment forms and income eligibility forms, click **Send All**.

- To send a specific form, click  next to Send All and select the form to send.

Note: [Click here](#) to print an instruction sheet to hand out to parents. This sheet provides instructions for completing the enrollment process.

The video below gives you some insight into what the guardians see when they receive the invitation and fill out the enrollment forms.