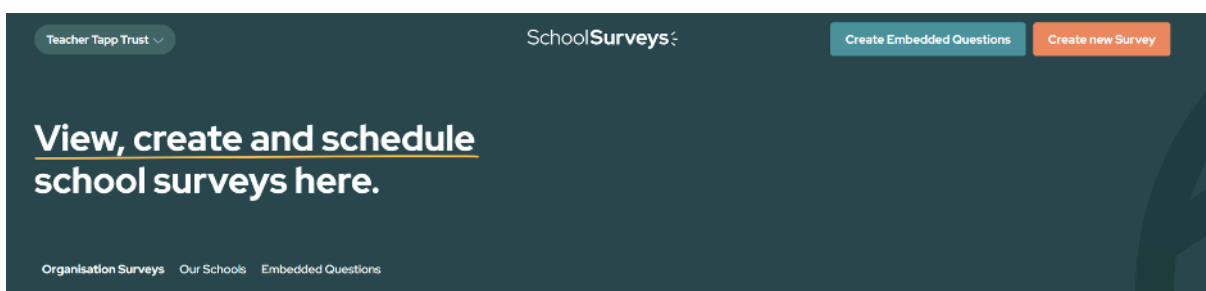


How do I add more trust leaders?

Once you have signed up with School Surveys, you can allow other members of your trust to set up surveys and receive the results. You can also set up the leaders for your schools. All registered leaders will have the same access you have: they will be able to create, edit and distribute surveys. They will also receive the results of any new surveys.

Adding more leaders for the trust

1. Login to the portal, click on your **trust name** in the top left corner, then click **settings**.



2. Click the 'Leaders' option to see your current school leaders **for the entire trust**.

Account information

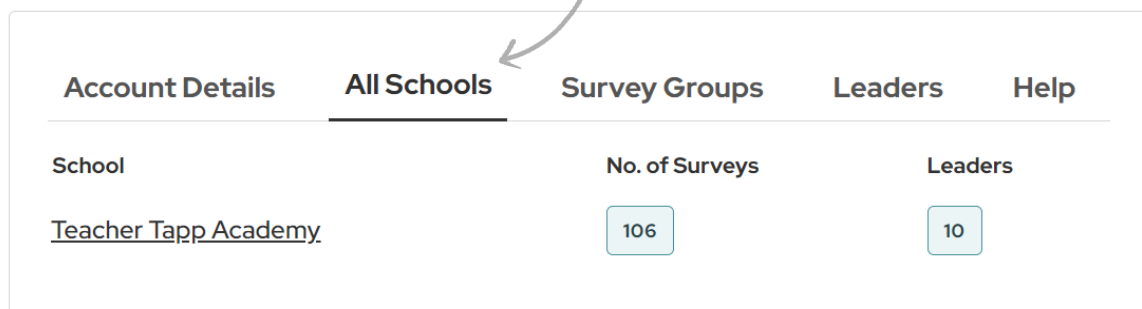
Account Details	All Schools	Survey Groups	Leaders	Help
Current Admins				
karen@teachertapp.co.uk				🗑️
paul+mat@teachertapp.co.uk				🗑️
katie+mat@teachertapp.co.uk				🗑️
Add New Admin				
They will have the same rights to set up surveys and view results as you.				
EMAIL ADDRESS				
<input type="text" value="name@example.com"/>				
<input type="button" value="Send Invite"/>				

3. Type the leader's email address into the email address field.
4. Click 'send invite'. Your school leader will then receive the same email you received, inviting them to access the portal. They simply follow the instructions in the email.

Adding leaders for individual schools in the trust

Once in your settings, you can click **all schools** to see the schools in your trust.

Account information



Account Details	All Schools	Survey Groups	Leaders	Help
School	No. of Surveys	Leaders		
Teacher Tapp Academy	106	10		

To add a school leader, click on the school's name.

This will take you to the portal for this school. You can then follow the same process as above.

- Click the **name of the school** in the top left corner
- Click **settings**
- Click **leaders**
- Type the email address and invite the leader

Please note: if the email is not received, please ask the staff member to check their spam mailbox. You can also resend an invitation by deleting their email address from 'pending' and reentering it.