



How to – Invite A Family To Join the Matching Assistance Program (MAP)

1. From “Home” Select the **Family Tasks** tab.
2. If you do not see your families displayed click the blue **My Active Families** bar under the navigation tabs.
3. Find the family you would like to invite to MAP and click the **Invite to MAP** link in that row.
4. Click the **Invite** button.

The family will now receive an email inviting them to MAP.

Issues?

- If you do not see an **Invite to MAP** link
 - In the **MAP Family** column, if they have **Active**, they already have a MAP account.
- If you do not see the family at all
 - The family may already have a MAP account or they may not be active.
 - Hover over the **Placed, Inactive, & On Hold Families** box. Navigate to each of the three links inside. If you see the family, click the **Invite to MAP link**.

- If there isn't a link for the family, they are already signed up for MAP.
 - If you still don't see the family, we may not have the family on file with you as their worker yet.

To add a family:

1. From "Home" Select the **Family Tasks** tab.
2. Hover over the **Add Family** box and click **Add a Family**.
3. Fill out the form with the Family's information. All fields are required.
4. Click Submit.

If all information is complete and the family is not found under another worker, you will be redirected to the new Family's page.

Now you can start at the top and invite them to MAP.