

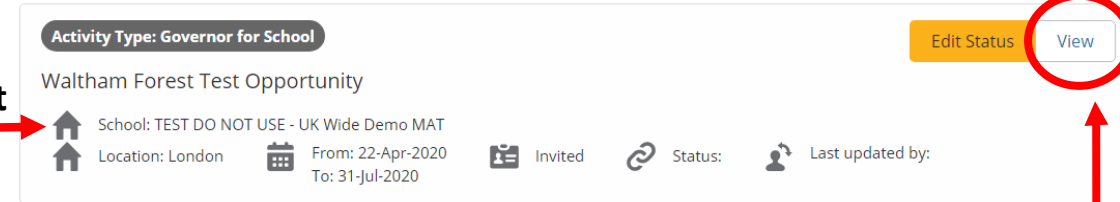
How to accept an Invitation



1. Log into your account and from the home page select the **Manage Opportunities** tab or button



2. The **Opportunities** (school with vacancies) will appear. Search for the relevant one



3. From here you can View details of the opportunity

4. To respond select **Edit Status**

5. You now have three options:
Accepted – Declined – More Information Required



6. Select your choice and click on **Save**

If you would like to message the organizer please click to 'view'

7. The Recruiter will receive a notification of your decision. If you do not hear back from the recruiting school after a week, email Central Team at enquiries@inspiringgovernance.org for further support

