




## Invite a colleague to a group - quick reference guide

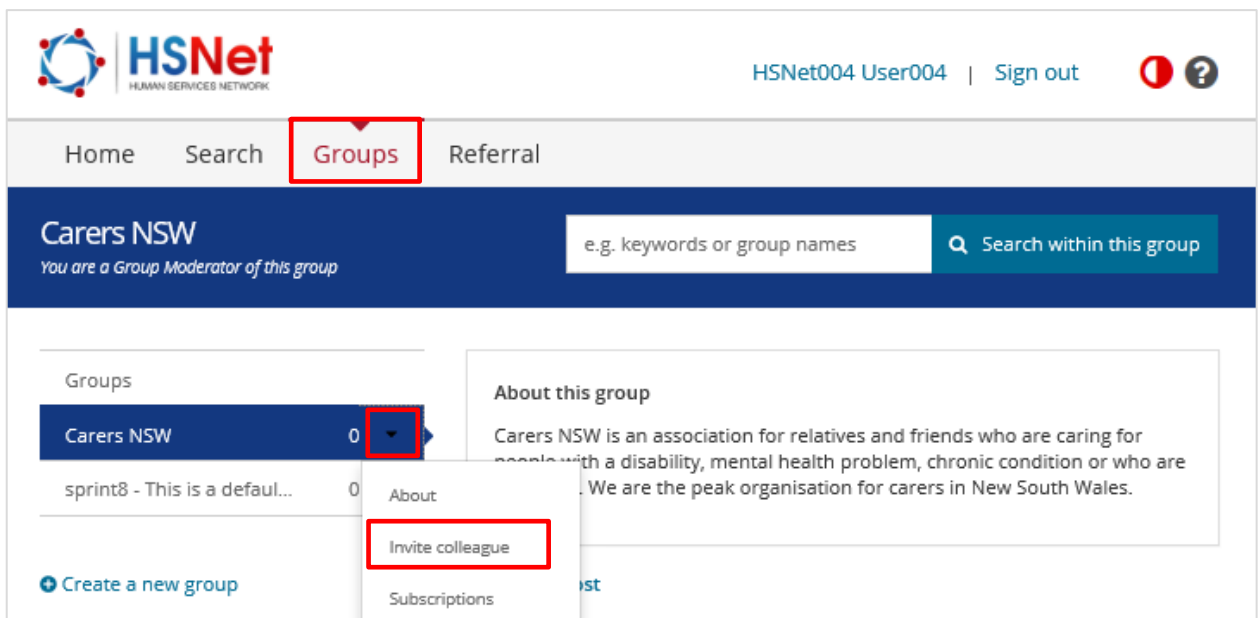
All members of a group can invite a colleague to join a group, whether they are an HSNet member or not. The person being invited will need to log on to HSNet and request to join the group. Refer to **Join a group quick reference guide** for more information.

To invite a colleague to join a group you must log on to the HSNet website [www.hsnet.nsw.gov.au](http://www.hsnet.nsw.gov.au).

### Follow these steps to invite a colleague to join a group:

1. Click on the **Groups** tab.

2. Click on dropdown menu icon  next to the group that you want to invite a colleague to join and select **Invite colleague**.



The screenshot shows the HSNet user interface. At the top, the HSNet logo and 'HUMAN SERVICES NETWORK' are visible. The user is logged in as 'HSNet004 User004' with a 'Sign out' button. The navigation menu includes 'Home', 'Search', 'Groups' (highlighted with a red box), and 'Referral'. Below the navigation, the 'Carers NSW' group is displayed with the role 'You are a Group Moderator of this group'. A search bar is present with the placeholder 'e.g. keywords or group names' and a 'Search within this group' button. A dropdown menu is open for the 'Carers NSW' group, showing options: 'About', 'Invite colleague' (highlighted with a red box), and 'Subscriptions'. The 'About this group' section is partially visible, stating 'Carers NSW is an association for relatives and friends who are caring for people with a disability, mental health problem, chronic condition or who are... We are the peak organisation for carers in New South Wales.'

3. The **Invite a Colleague** form will be displayed. Complete the required fields.

**Note:** \* indicates mandatory field.

### Invite a Colleague

Email address(es) \*

Invitation \*



Field	Description
<b>Email address(s)*</b>	Email addresses of colleagues you want send an invite to join the group. <b>Note:</b> Use a comma (,) to separate multiple email addresses
<b>Invitation *</b>	A personalised message to be included in your invitation to the colleague.

4. Click on **Send my invitation** button. An email detailing your invitation message will be forwarded to the person(s) inviting them to join the group.  
**Note:** If the email address of the recipient is not a current HSNet user, they will be asked to join HSNet as well as the group.