

# How to accept an Invitation



Manage Opportunities

Search for Opportunities

Chat

Update Profile

Resources and News

1. Log into your account and from the home page select the **Manage Opportunities** tab
2. The **Opportunities** (school with vacancies) will appear. Search for the relevant one
3. From here you can either View the Opportunity, or **Edit Status** to accept, decline etc.
4. For your next step select **Edit Status**
5. You now have three options:  
**Accepted – Declined – More Information Required**
6. Select your choice and click on **Save**

Activity Type: Governor for School

Waltham Forest Test Opportunity

School: TEST DO NOT USE - UK Wide Primary MAT  
Location: London

From: 22-Apr-2020  
To: 31-Jul-2020

Invited

Status:

Last updated by:

Edit Status View

Edit Status

Edit Status

Status

Accepted

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

Cancel Save

7. The Recruiter will receive an notification of your decision. . If you do not hear back from the recruiting school after a week, email Central team at [enquiries@inspiringgovernance.org](mailto:enquiries@inspiringgovernance.org) for further support