

Belbin GetSet student style participant invite accounts are straight forward to set-up with access to Self-Perception (SPI) only (or with Observations), per student session/cohort etc, setting the required number of invite units/email slots. *Though do call, or arrange a time to contact us, or for us to come & see you - to go through things.*

Working Accounts+

Create New (or click here/arrow on front screen) = follow on-screen instructions through the 9 steps. You have two style password account options available to create with a current maximum setting of 100 invites:

- Step 2 - 'Closed (**closed padlock** = direct invitation/default)' password (max=20 characters and purely used as your internal 'Belbin admin.account filing cabinet' reference, which participants don't use/see) where you then input/upload email addresses into your Belbin password account, via **Working Accounts+Check Progress**, and send from inside the system. From **Check Progress** you can upload a .txt or .csv file containing just the email addresses of participants, after writing an personal message/updating subject, then send/submit button at base of page. This type of password is better for larger groups as it's then easy to send reminders 'to all' to complete (SPi/Observers), as it already has their email addresses. **All invite/auto-returned report emails are sent from 'admin@belbin.com'. Please ensure that these pass through any email firewalls, though occasionally may end up in a spam area – please check!**
- Step 2 - 'Open (**open padlock**)' with 'n' invite units (max.100), then you/your nominated (3rd party) administrator, will receive an auto-email. Please click on the validate account web link (if you haven't taken the tick off step 9!), to ensure that the account then becomes accessible to participants! Once activated, you will need to forward the login details (web link, account name+password) with any additional instructions to your participants as necessary or post to an internally accessible blackboard area.
 - You can administer the password account/s yourself, or you can send either open/closed padlocked password account style to a third party to administer. You/they receive an email with an admin.page web link to access to then update any personal message, input/copy+paste email addresses of participants. This admin.page link also acts as a mini-online dashboard area for you, or third party, to 'check the status of participants/access individual reports' on this password as necessary, without access to your full Belbin GetSet admin.account, showing all passwords/reports.
- Step 7 - If you set-up a participant account to return reports automatically back to participants, then after completing their SPI, they will receive a confirmation email and another with their report attached. If also allowing for the collection of observations, then participants will have a link to return to request their observers.

View/Edit: to add/remove invite units on any password account and subsequently set a preset org/dept/course name etc for any participant accounts & edit/add any Observer/visual deadline/report return features. Also you can block/archive/delete (removes all data) as, and when, necessary.

Check Progress: quickest way to review who's doing/done what and send any reminders to Obs./change no.Obs.etc.

Contact: FAQs is a good starting point, if stuck... or failing that use '**Got A Question**' to ask the Belbin office...

Settings+Set Account Defaults: select each option to set according for your 'standard' needs, though these can be altered when setting up a New password or creating any reports by hand.

Settings+Housekeeping: has some useful features to move/archive/delete records etc., as well as setting an particular 'defaults' that you may like in terms of report & email return selections.

Input: input hardcopy inventories into a pre-created participant password account with the required number of units.

Reports: create different derivations of individual (singular or batch PDF & even send these back to participant email addresses)

Resources: *Sample Reports, Inventories & Handouts. Lots of good information for tutors & students here.*