

Adding an eBook Member

The Owner invites Managers and Members after the eBook purchase is complete. Invite Managers first. Assign the role of Manager to anyone with whom you would like to share account access. Team Members (invited students) may be invited by both a Team's Owner or Manager.

My Account

Home / My Account

Click on **TEAM** in your **ACCOUNT DASHBOARD**.

- Dashboard
- Orders
- My Membership
- Team
- Wishlist
- Manage eBooks
- eBooks
- Share An eBook
- Downloads
- Addresses
- Payment methods
- Account details
- Logout

Hello **Carol Ann** (not **Carol Ann**? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and edit your password and account details.

Thank you for becoming an eBook member.

View All eBooks

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Name	Created On	Members	
Team Norman	April 13, 2021	0 of 7 seats	View
Reading Power Sample	January 12, 2021	1 of 7 seats	View
Danny's Readers	December 15, 2020	2 of 7 seats	View

After clicking on **TEAM** in your **ACCOUNT DASHBOARD**, your **TEAM** or **TEAMS** (if you have more than one) will display.

Click on the **TEAM** name to which you would like to add a **MEMBER**.

- Back to Team
- Members
- Add Member
- Team Settings

To add a new **MEMBER** either **SHARE** the **REGISTRATION LINK** (via a personal email from yourself) or use the **ADD MEMBER** Feature to generate a standardized email invitation.

To use the **ADD MEMBER** Feature, type in the email address of the **MEMBER** you would like to invite and assign their **ROLE**.

Students are **MEMBERS**. Anyone to whom you would like to give management access should have the role of **MANAGER** assigned to them. That could include another teacher with whom you share the Membership.

This team has **7 seats remaining**. You can [add yourself as a member](#), share your team registration link, or manually add new members below.

Registration Link

This registration link will allow members to register themselves for your team. Please use caution when sharing this, as it allows any visitor to add themselves to your team.

<https://www.maryruthbooks.com/my-account/join-team/684fc14be2870a726888cb651c86...>
Regenerate link

Add Member

Enter member details - your team member will receive an invitation via email.

Email *

Role *

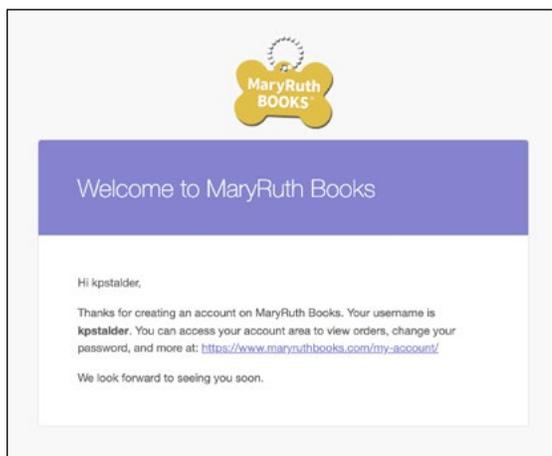
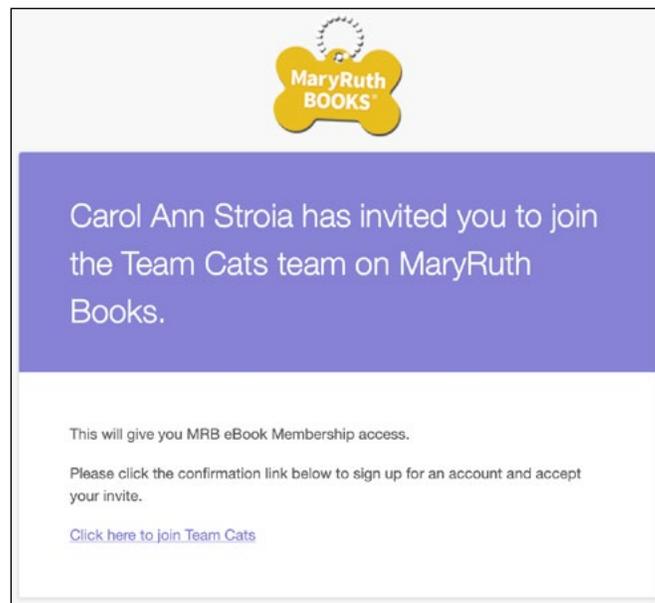
Member
▾

Add member

Adding an eBook Member

Each invited student will receive an auto-generated individual invitation explaining how to join the reading group by creating their own password-protected account. They accept the invitations by clicking the "Click here to join Team" link.

They will receive the Welcome email below and be able to activate their accounts by creating personal passwords.



Once logged in, students have immediate access to all 75 of the eBooks.

As the Owner or Manager of the Team, you will be able to see when Members accept your invitation and join your Team.

Team members may be edited throughout the year if a classroom situation changes as long as the total number of members does not exceed the Membership option that was purchased (six students or 30 students).