



How to invite additional users onto an existing group

First of all you will need to buy new licences for the additional users. Click [here](#) for instructions.

You can then invite the new users. How you do so depends on how you invited users when you first set up the course:

- If you downloaded keys and emailed them to your customer, you should use the same method to add additional users. PLEASE DO NOT USE THE ADD USER FUNCTION
 - you should bear in mind that when you download the keys the spreadsheet will show BOTH the new keys you have purchased and any keys previously purchased which have not yet been redeemed by your customer's users. It is very important that you do not send out these existing keys but only the new keys otherwise you may find that two users try to utilise the same code.
 - There is an easy way to identify the new codes – they appear at the bottom of the spreadsheet when you download the codes.
 - Example – you have previously bought and sent out 10 codes.
 - You buy another 3 codes. You download the spreadsheet and it shows 5 codes. The top two will be the unredeemed codes and the bottom 3 are your new codes. ONLY send out the bottom 3 codes.
1. From the Dashboard click on **Manage your Courses**.
 2. If you have set up more than one group, choose the group you want to invite the users to by clicking on the drop-down menu.
 3. Click on "Download Keys".
 4. Open the excel spreadsheet which contains the keys for each licence.
 5. Choose the number of codes at the bottom of the spreadsheet which equal the number of new licences purchased.
 6. Next to each of those codes enter the name of the customer you are allocating it to and save it to your PC .
 7. You should then copy the bottom codes from the spreadsheet and paste them into an email to your customer. You can use our template (click [here](#)) or your own.



- If you used the Add User function to invite users onto the Course, you may use either the “Download” method above or the “Add User” function to add additional users – click [here](#) if you need to remind yourself how to do this.