









# ACCOUNT MANAGEMENT

FOR SCHOOLS AND ORGANIZATIONS



- 1 The first step of managing your organizational Fluentize account is log in to your personal one.
- 2 Navigate to your account settings and click "Schools & Organizations". Then click the settings icon . After clicking the icon, you can view your school settings:

### SETTINGS

-  [Edit Account](#)
-  [Credits, Subscription, & Billing](#)
-  [Lesson Purchasing History](#)
-  [Security & Account Deletion](#)
-  [Schools & Organizations](#)

### ORGANIZATION INFORMATION

**ORGANIZATION ID:** 36

**School Name**

**Email\***

[Update Information](#)

- 3 The section below confirms how many users have successfully registered as a member of your organization. You can remove users if needed, and you can check which users have been sent an invite but not created an account yet. Once a user successfully registers, you are deducted one member account. When a user is removed, you do not gain an account back. If you wish to add more members to your account, please contact us.

### VERIFIED MEMBERS

**You currently have 2 out of 25 organization members verified:**

1. [Fluentize100490@gmail.com](#) [Remove user](#)
2. [Fluentize100491@gmail.com](#) [Remove user](#)

**You currently have 23 member accounts to fulfill for your billing period.**

[Check invites sent but are still unverified by the user >](#)

You may want to notify users to check their spam or promotional folders for the invite, as It may happen that one of your users tell you that they haven't received an invite link, but you have the option to either resend it , or you can copy it and send it manually via email to your user.

VERIFIED MEMBERS

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**You currently have 23 member accounts to fulfill for your billing period.**

[Check invites sent but are still unverified by the user >](#)

1. jake@fluentize.com [Resend link](#) | [Copy Invitation](#)
2. fluentizeuser@gmail.com [Resend link](#) | [Copy Invitation](#)



Either resend the link or copy and send it via email if a user tells you they haven't received it.

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The way to send invitations is by adding the email addresses of the users you wish to invite to your organization. To send invitations in bulk, you can copy and paste a set of emails and then separate each one by hitting 'enter'. You can then send the invitations out.

SEND INVITES

**Send invites for:** My Language School

According to your account and subscription you currently have 23 member accounts to fill. Separate each email below by pressing 'enter'.

**Email**

Enter email address...

Send invites now