

**Open 360 | Sending System Invitations**

## 1. Sending System Invitations

Now that all the participant information has been uploaded to the project/access code, the system can send out the invitations. To enable this:

- Go into your Open 360 project. (Click on the relevant 360 project in the column on the left).
- **Click on the “General” tab** along the top of the project screen.
- Look down the page and find the “Action” field. **Click on “Send invitations”**.
- The system will advise you when all the invitations have been sent.
- The assessors can now go online and complete the questionnaire.

