QuorumKeeper™

Accepting Your Organization Invitation

A quick guide for invited Administrators, Assistants, and Viewers

Your organization has invited you to use QuorumKeeper for meeting attendance and quorum tracking. Follow the steps below using the same email address that received the invitation.

Important Use the email address where you received the invitation. Do not create a separate QuorumKeeper subscription for your organization.

Get started

1	**Open the invitation email** Look for an email inviting you to join your organization in QuorumKeeper. Check your spam or junk folder if you do not see it.
2	**Select Create an Account or Sign In** Use the link in the invitation email, then select the appropriate option on the QuorumKeeper page.
3	**Sign in or create your account** If you already have a QuorumKeeper account using the invited email address, sign in. Otherwise, create an account using that same email address. Verify the displayed address if prompted. Then open the confirmation email, confirm your account, return to QuorumKeeper, and select **OK—Continue to Sign In**.
4	**Open your organization** After signing in, you should see the organization that invited you. Your available functions will match the role assigned to you.

What your role means

Administrator	Manages organization setup and meetings. Billing actions remain limited to the organization's billing owner.
Assistant	Supports meeting attendance activities, including permitted check-in and check-out functions.
Viewer	Views meeting information without making changes.

If you need help

Invitation not found Check spam or junk mail, then ask your organization's Administrator to confirm the invited email address or send another invitation.

Organization not shown Confirm that you signed in with the exact email address that received the invitation.

A function is missing Your assigned role may not include that function. Contact your organization's Administrator if you believe your access is incorrect.

To contact QuorumKeeper Support, email support@quorumkeeper.com. QuorumKeeper Support is available Monday through Friday, 9:00 a.m. to 5:00 p.m. Central Time, excluding holidays. We aim to provide an initial response to support requests within one business day. Resolution times vary depending on the nature and complexity of the request.