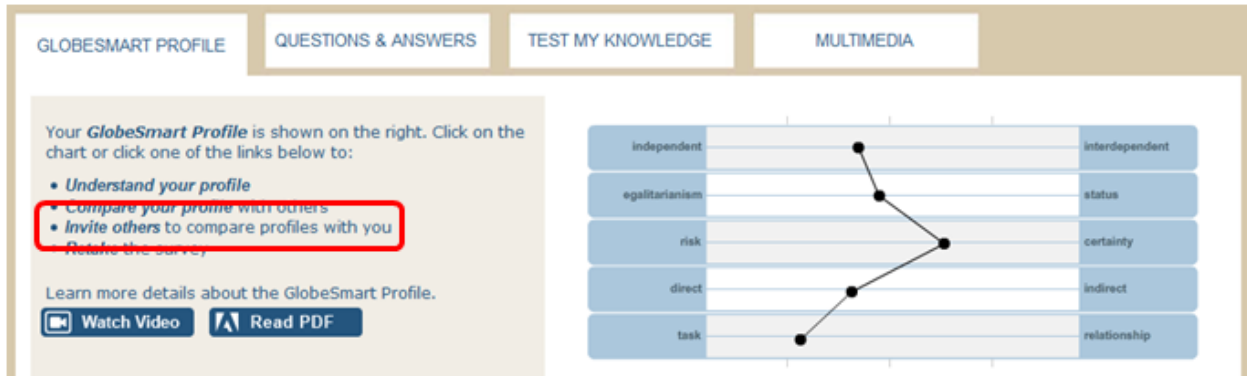# GLOBESMART PROFILE^{SM}

Invitation and Team Creation Process

Learn how to compare your GlobeSmart Profile^{SM} with the average profiles of people from over 95 cultures, as well as colleagues and team members. Discover the differences and learn how to work most effectively together!

Invite Others

From your GlobeSmart home page, select **Invite Others**

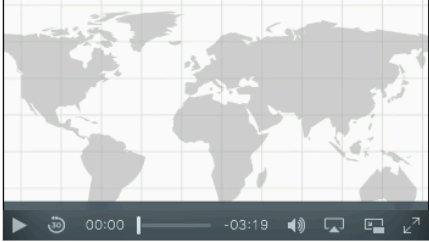### Invite Colleagues

Following the tabs from left to right:
- Confirm your name appears as you would like it to display on the invitation and save it.
- Under the Colleagues tab, enter the email address of the person you would like to invite in the row. Click "Add Row" to invite more people. (You can also delete rows using the "minus" icon next to each row.)
- Select the invitation language for each colleague.
- Click Send All
- An email invitation will be sent to the address you have entered inviting them to use the GlobeSmart Profile and share Profiles with you.

- If you are sending many invitations, you also have the option to upload a spreadsheet with your list of email addresses.
- The spreadsheet should follow the format of the sample provided (you can use the sample spreadsheet as your template), with a column for email, and a column for invitation language.
- Upon upload, email invitations will be sent automatically to the addresses you have listed.

Invite Teams

Teams allow each team member to view each other's GlobeSmart Profiles. If you would like to create a team:

- Enter a team name. Be sure to pick one that will make sense to the people you will invite!

GLOBESMART PROFILE℠

- Enter the email address of the team members in the rows. Click "Add Row" to invite more people to the team.
- Select the invitation language for each team member.
- Click Send All
- An email invitation will be sent to the address you have entered inviting them to use the GlobeSmart Profile and share Profiles with you and the other team members.

- If your team has many members, you also have the option to upload a spreadsheet with your list of team members.
- First, enter a team name.
- The spreadsheet should follow the format of the sample provided, with a column for email, and a column for invitation language.
- Upon upload, email invitations will be sent automatically to the addresses you have listed.

Invite a Team

Step One
1 —
2 —
3 —
Invite your team members to share their GlobeSmart Profiles with each other

Step Two
Enter your team name, add members' emails, and Send All!

Step Three
View team members' profiles, the team's average profile, and get advice (Learn more)

ADD TEAM MEMBERS INDIVIDUALLY

Add Team Name

| Enter email address | English ⬍ | ⊖ |
| Enter email address | English ⬍ | ⊖ |

or UPLOAD LIST OF TEAM MEMBERS ❓

Add Team Name

Choose File   no file selected   Upload

Please follow the format of this sample spreadsheet

Invitation Status

Status tells you whether a person has accepted your invitation or not.

- "OK" means the invitation has been accepted and you can compare Profiles with that person.
- "Pending" means the invitation has not yet been accepted. You can resend the invitation by clicking the pencil icon, (if it's a team) selecting the person's row, and clicking Update and Resend Invitation. Make sure you don't have any typos in the email address!

Invite a Team

Team Lead: Caroline Henry

Team Name: Sample Team

Check All ☐	Email	Invitation Language	Status	Delete Invitation
☑	teammate6@aperianglobal.com	Japanese ⬍	Pending	⊖
☐	teammate5@aperianglobal.com	English ⬍	Pending	⊖
☐	teammate8@aperianglobal.com	Spanish ⬍	Pending	⊖
☐	teammate7@aperianglobal.com	Russian ⬍	Pending	⊖

Add Row ⊕

| Update | Update and Resend Invitation | Delete Team |