

Adding Monitoring Partners



What is a monitoring partner?

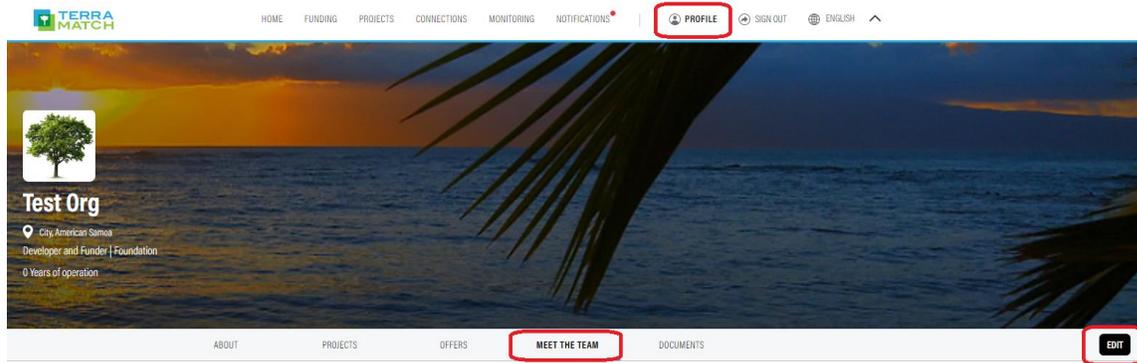
Someone who is added to your PPC project on the IMP

This person has access to the project and site profiles, can complete reports and see all information on the IMP



How to add a monitoring partner? Step 1 of 2

Add to your organization profile

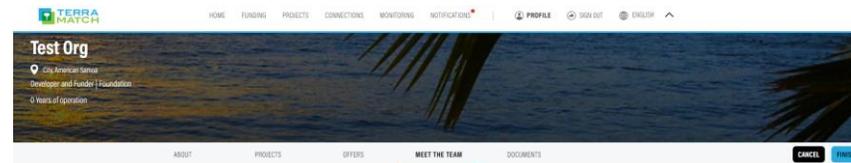


Navigate to your organization profile

Click 'Meet the Team'

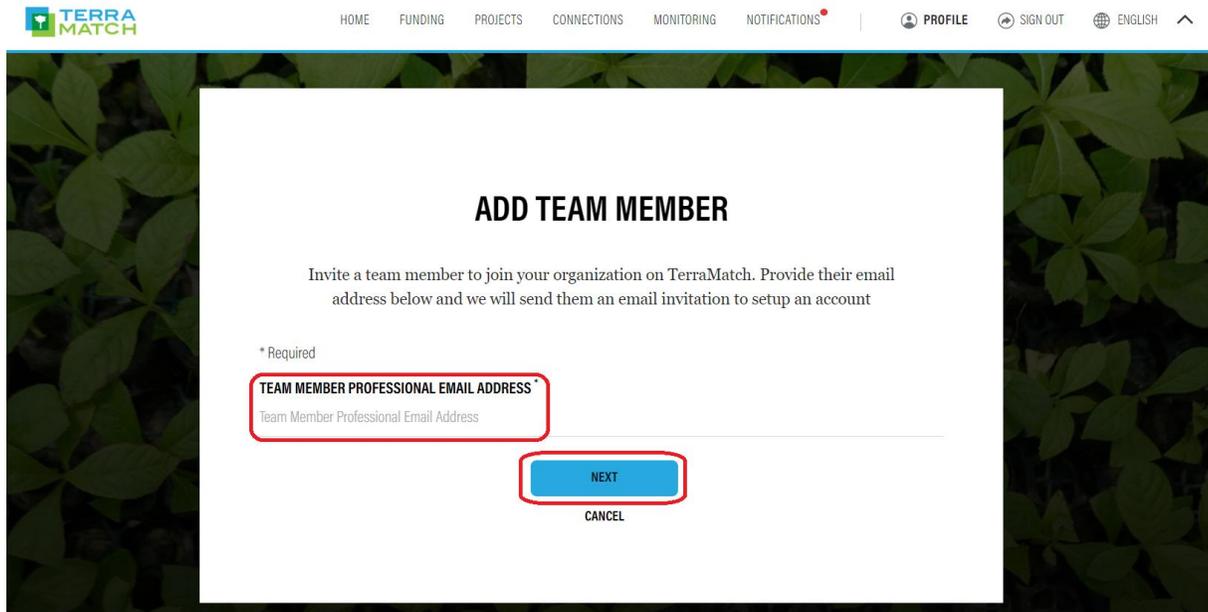
Select 'Edit' in the upper righthand corner

Select 'Add Team Member'



How to add a monitoring partner? Step 1 of 2

Add to your organization profile



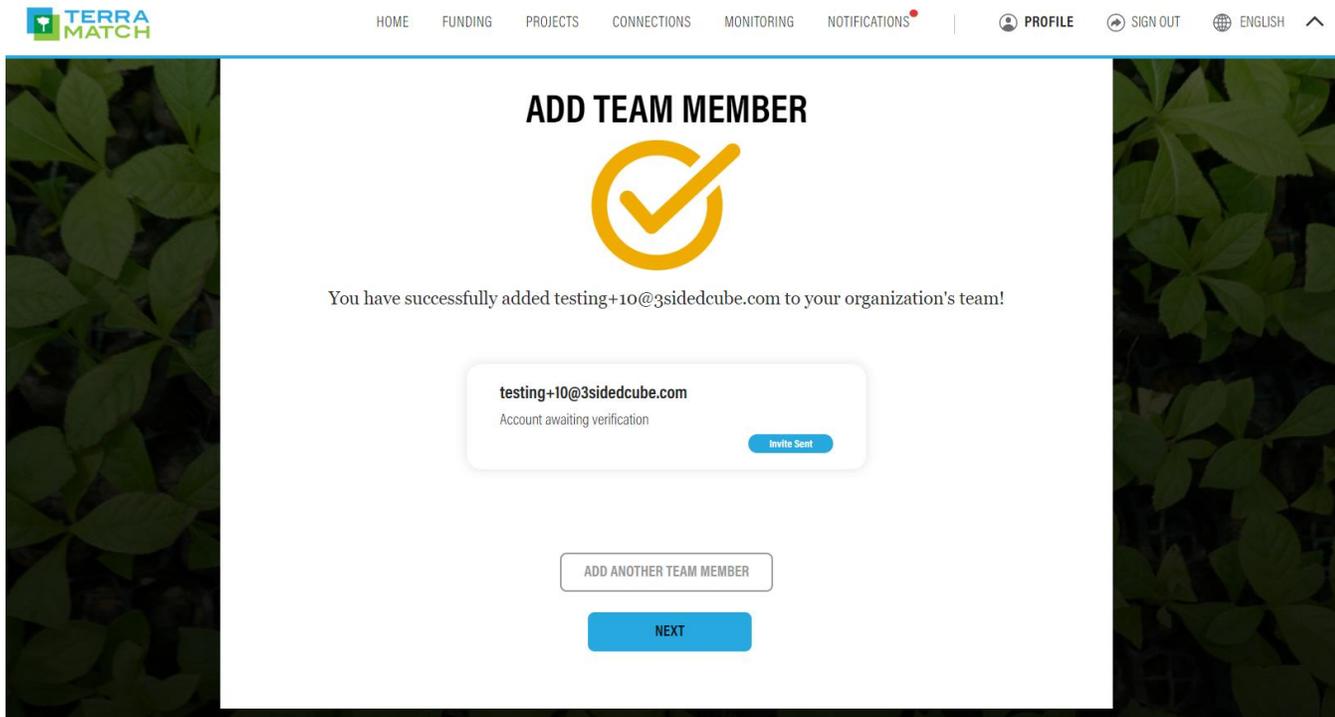
The screenshot shows the TerraMatch website's 'ADD TEAM MEMBER' form. The form is centered on a white background with a dark green leaf pattern. At the top, the TerraMatch logo is on the left, and navigation links for HOME, FUNDING, PROJECTS, CONNECTIONS, MONITORING, NOTIFICATIONS, PROFILE, SIGN OUT, and ENGLISH are on the right. The form title is 'ADD TEAM MEMBER'. Below the title, there is a sub-header: 'Invite a team member to join your organization on TerraMatch. Provide their email address below and we will send them an email invitation to setup an account'. A red asterisk indicates a required field. The form contains a text input field labeled 'TEAM MEMBER PROFESSIONAL EMAIL ADDRESS' with a placeholder 'Team Member Professional Email Address'. Below the input field are two buttons: a blue 'NEXT' button and a grey 'CANCEL' button. Red boxes highlight the input field and the 'NEXT' button.

Enter email of the monitoring partner

Click 'Next'

How to add a monitoring partner? Step 1 of 2

Add to your organization profile

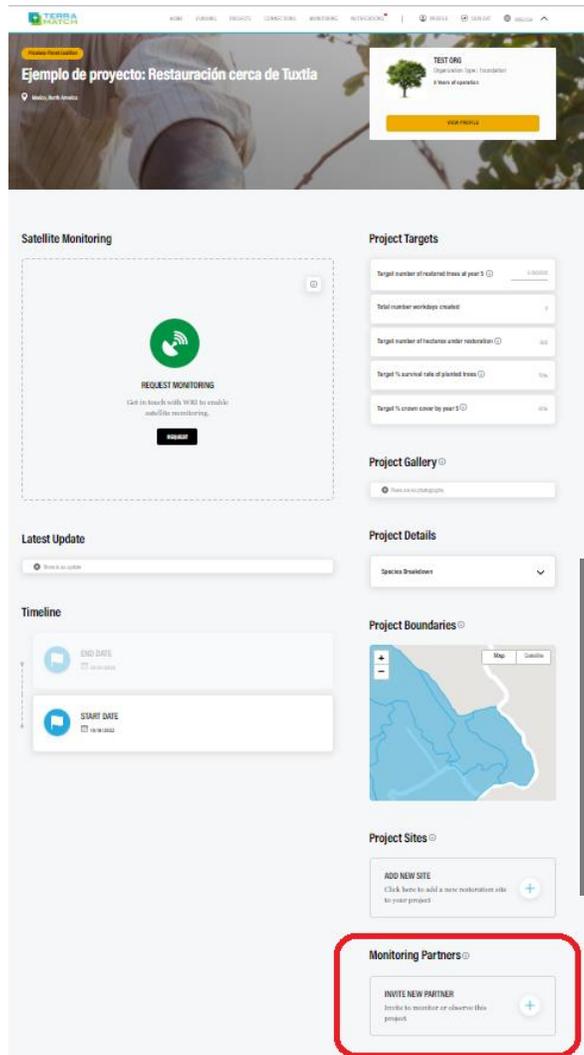


The monitoring partner will receive an email inviting them to the project

In that email, they should 'Accept Monitoring Invite'

How to add a monitoring partner? Step 2 of 2

Add the partner to the project

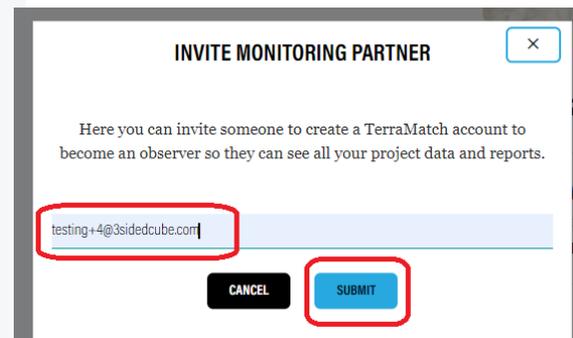


Navigate to your project profile page

Scroll down until you see 'Monitoring Partners' and 'Invite New Partner'

Click the '+' button

Enter the email of the monitoring partner and submit



The monitoring partner will receive and email and should accept the monitoring invite

