Please complete the below form to authorise the creation of an Coaching Network for your organisation.

A Coaching Network allows all or selected users from any number of organisations to share to one selected 'coaching' organisation (or selected users 'coaches' from that organisation) but not each other.



*Coaches must be in the same organisation*

Permission from a Senior Leader or IRIS Connect administrator within the organisation is required because this feature changes a key aspects of the IRIS Connect system meaning that users will be able to share with user’s from outside of their organisation.

[Further details can be found here](https://help.irisconnect.com/hc/en-gb/articles/4412955829009-Sharing-Community-Groups-Networks-Collaboration-and-Coaching-)

**Authorisation Form**

**Coaches - these will be the network members who the other members will be able to share with**

Provide full name, email address, organisation name, organisation postcode. If you want a whole organisation's members to be coaches, enter the organisation's name and postcode.

*Please note, all coaches must be from the same organisation.*

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**Coachees (Individual members): These members will only be able to share with the coaches and receive shares from the coaches**

Enter each member's full name, email address, organisation name and organisation postcode. These users will be added as members (coachees)

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**Coachees (Whole organisation/s): All users from these organisation/s will only be able to share with the coaches and receive shares from the coaches**

Provide organisation name and organisation postcode. These users will be added as members (coachees)

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**Authorisation Form**

Please tick boxes below to confirm

| I understand that the creation of a Collaboration Network enables users to share data outside of their organisation without further approval \* |  |
| --- | --- |
| I understand that my organisation may need to update documentation and policies such as their Privacy Notice \*For further information [see here](https://help.irisconnect.com/hc/en-gb/articles/4429538747153-Education-Customer-GDPR-compliance) |  |
| I confirm that I am authorised to make this request \* |  |

**Your details**

Organisation Postcode:

Job Title:

Name:

Signature:

***Once completed send the form to support@irisconnct.co.uk***