

Guidance for Adding 'Read Only' Participants to DigiBete School Care Plans

A new **Read Only** participant role is now available within the DigiBete Digital School Care Plan. This role allows parents/carers or schools to access the completed care plan without being involved in the edit or review stages.

Purpose of the Read Only Role

This option is designed for situations where the clinical team decides not to involve parents/carers or schools in the collaborative editing process.

Read Only participants:

- Receive an invitation immediately after being added.
- Can log into the portal but **cannot edit or review** the care plan.
- Will only be able to **download the care plan once it is completed**.
- Will automatically receive a notification when the care plan is finalised.

How to Add a Read Only Participant

1. Go to the Participants Section

From the dashboard, select **Add a New User** or **Search and Add Existing User**.

Participants:

Name	E-mail	Phone Number	Status	Action	Role
Sam Smith	✓	✓	Active		Admin

2. Enter Participant Details

Complete the required fields:

- Email address
- Full name
- Mobile number (if you know it, for the check code to be sent via text message)
- Participant role, choose 'read only'

3. Select the 'Read Only' Role


Back to Main Site Manage Care Plans Training & FAQs Sam Smith

Adding Participant:

Participant Details

Participant's e-mail:

Full Name:

*Mobile Number (please do not enter a landline as you will be unable to login):

Participant Role

+ Add Participant

Please Select...

Please Select...

Patient

Parent Or Guardian

School

Read Only

Back

4. Invitation Sent Immediately

Once added, the participant's status will show as **Invited**.

They will receive:

- An **invite code**
- A **check code**
- Instructions on how to log into the portal

From: DigiBete Care Plan <app@digibete.org>
Date: 20 August 2026 at 10:04:27 BST
To:
Subject: You've been invited to view a care plan



Welcome

Hi Parent Name,

You have been added as a **view-only** participant on the care plan for Patient F patient.

Your access to the care plan will be available once it has been completed if it hasn't been already — you will receive a further notification at that point.

Use the codes below to link this care plan to your existing account.

Your invite code is: 8123-XFAQ-1L57

[Link to My Account](#)

Thanks,
DigiBete

© 2026 DigiBete Platform. All rights reserved.

From: DigiBete Care Plan <app@digibete.org>
Date: 20 August 2026 at 10:04:30 BST
To:
Subject: Check Code Notification



Hello!

Check code: 8548

You are receiving this as a supplement to the invite code you should have received.

Please also check your email inbox for a separate invite code or welcome email.

If you did not receive an email, please contact your Health Care Professional to issue you them.

Regards,
DigiBete Platform

© 2026 DigiBete Platform. All rights reserved.

Managing Invite Codes

Expiry

Invite and check code links expire after **1 week**.

Regenerating Codes

If codes expire, you can select **Regenerate and Send Codes** from the participant's record.

Checking Code Status

Open the participant's profile and review the **Invite Codes** section to see whether the codes have been accepted.

Invite Codes

Check Code	Invite Code
8548	H123-XFAQ-IL57
Sent At	Accepted At
2026-08-20 09:04:23	No
Regenerate and Send Codes	

[Back](#)