

## How to Request an Event Invitation

## Xello Communities

Support Documentation | August 2025

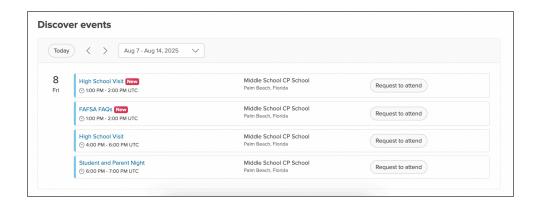


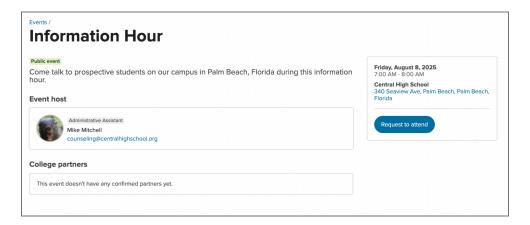


Administrators can see all eligible events that can be signed up for in the Discover Events section.

The event cards in the Discover Events section display the name of the events, the date and time of the event, and the event location.

Click into a specific event to get more details on the event, or click the "request to attend" button to notify the host that attendance is requested.





When an administrator requests to attend an event, an email will go to the organizing school administrator. If they choose to accept this request, the administrator will be notified and confirmed to attend that event.