

Setting up your family workspace

Invite a co-parent or grandparents into one shared workspace so the whole family sees the same plans.

A workspace is your family's shared space on Specthrive. Everyone in it sees the same profiles, the same goals, and the same daily updates, so co-parents, grandparents, and other helpers do not each have to run a separate account.

This guide covers the family invite path: naming the workspace, inviting a co-parent, adding a profile, and confirming everyone sees the same thing. Working with a coach or therapist is a different path, covered in [Working with a coach or therapist](#).

Who goes where

Family caregivers join the workspace. A co-parent, a grandparent, or anyone else who helps day to day is invited as a workspace member. They see every profile in the workspace and can update goals, log trackers, and add notes alongside you.

Professionals are invited a different way. Coaches, therapists, and clinicians do not join the workspace. You invite them to a single profile, with permissions you choose. A coach who works with several families is never inside any one family's workspace, because that would let them see other families' data.

1. Name your workspace

Every new workspace starts as "Untitled workspace". Give it a real name first, so the people you invite know what they are joining the moment they open the email.

1. Open `/settings/family` while signed in.
2. Click the pencil icon next to the workspace name.
3. Type a name your family will recognize, like "Garcia Family" or "The Patel Household".
4. Click **Save**.

The name shows up in invite emails and across the app. Naming the workspace before you send invites means nobody has to guess what "Untitled workspace" is when the email lands.

2. Invite a co-parent or family caregiver

This step prevents the most common mix-up: a second parent signing up on their own and ending up with a duplicate, disconnected copy of the child.

1. On the same `/settings/family` page, find the member list and click **Invite member**.
2. Enter their email address.
3. Choose a role. Pick **Admin** for a co-parent who needs full access (adding, editing, inviting others). Pick **Member** for a grandparent or babysitter who needs more limited access.
4. Click **Send**. They get an email with a one-time link.
5. When they click the link, Specthrive walks them through creating an account (or signing in to one they already have) and drops them straight into your workspace.

Send the same invite to anyone else in the family who should see the plan and progress. The invite ties the new account to your workspace from the very first page they see, so they show up as a co-parent of the same child, not a separate account starting from scratch.

3. Add a profile

Open [/profiles](#) and click **Add Profile**. Fill in the person's name, plus any optional details you want to add now (birth year, state, interests). Check the box that confirms you are authorized to enter their information, then click **Add profile**.

The profile lands in your workspace automatically. Anyone in the workspace today, and anyone you invite later, sees it and can contribute right away. There is no extra transfer step.

New profiles land in whichever workspace is shown in the top-left when you create them. If you have more than one workspace and want the profile somewhere else, switch workspaces using the dropdown in the top-left first, then add the profile from [/profiles](#).

4. Confirm everyone sees the same thing

Once your co-parent accepts the invite, both accounts should be looking at the same profile.

1. Ask them to sign in and open the profile switcher in the top-right.
2. The profile name should appear under the workspace name you chose in step 1.
3. Opening any plan, goal, or recent update shows the same data on both accounts. Anything one of you logs shows up for the other right away.

If they see a blank dashboard or cannot find the profile, one of two things probably happened: they signed up on their own instead of clicking the invite link, or the profile was created while a different workspace was showing in the top-left. The recovery for the separate-account case is below.

Your own profile stays private

When you signed up, Specthrive created a profile for you. It belongs to your account alone: workspace members cannot see it, and updates you log there do not reach them.

If you want to share your own goals or tracking with the workspace, open [/profiles](#), click the three-dot menu next to your own name, choose **Move to a different workspace**, pick your family workspace, then click **Transfer**. If you would rather keep it private, leave it as is.

Already signed up separately?

If a second parent already created their own account, you do not need to delete it. The invitation connects their existing account.

1. Check the email address on the second parent's account (under Account settings, Profile on their side).
2. From [/settings/family](#), send the invitation to that email. If you already sent one to a different address, cancel it from the same page so it does not get mixed up.
3. The second parent signs in to their existing account, opens the invitation email, and clicks the link. Their account joins your family workspace alongside anything they already had.

If they also ended up with their own empty "Untitled workspace" with no profiles in it, they can ignore it and clean it up later from their own family settings page.

Quick reference

1. **Name your workspace.** `/settings/family` , pencil icon, type a family name, save.
2. **Invite a co-parent.** Same page, **Invite member**, email plus role, send.
3. **Add a profile.** `/profiles` , **Add Profile**, name plus authorization checkbox.
4. **Confirm.** Both accounts see the same profile under the same workspace name.

Nothing here is locked in. You can rename the workspace any time, add more people as your support team grows, and remove someone if a caregiver moves on.