



Adding a User - 1

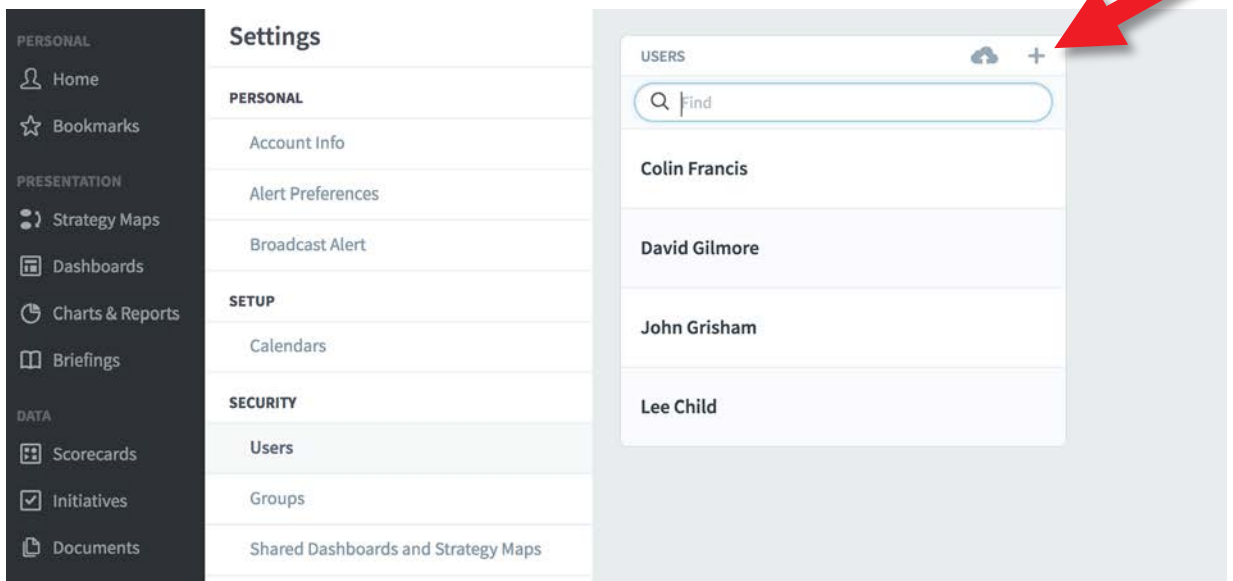
Important Note: Users do not have **Permission** to do anything until they have been added to a **Group**. See **Adding Users to Group** below.



Adding a User

Click on the small cog at the bottom left hand side of the screen to open the **Administration** view.

You will be presented with the **Account Information** screen. Click on **Users** under **Security** about half way down the Settings list. You will see the following:



Click on the + icon to add a User



Adding a User - 2

The **New User** dialogue box will appear to the right. Add the new **User** details (important: the fields are **case sensitive**). Don't forget to click **Save**.

USERS

Find

Colin Francis

David Gilmore

John Grisham

Lee Child

NEW USER

Username
roger

Email Address
roger@besttennis.com

First Name Middle Last Name
Roger Federer

Password Retype Password

User Must Change Password On Login

MEMBER OF GROUPS (0)
Start typing

ADMIN OF GROUPS (0)
Add group...

Cancel Save

Add the User to a Group - Please do not forget to do this!

User Must Change Password On Login

MEMBER OF GROUPS (0)

Start typing

Admin (Power Users)

Updaters (Communication Users)

View Only (Viewers)

... Keep typing for better matches

Cancel Save

Click on **Member of Groups** and select the **Group** into which you want this user to be a member.

Go to the **Add Users to Groups** user guide to learn about groups.