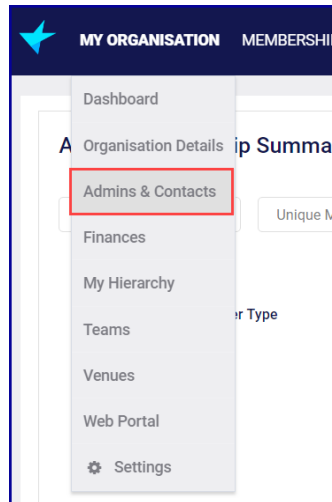


How do I add someone as a system user?


Last Modified on 07/10/2019 12:02 pm AEDT

Hover over **My Organisation** and select **Admins & Contacts**.

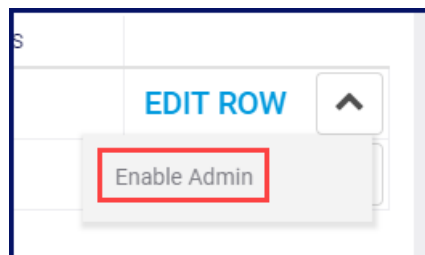


NOTE: the person must be a contact to make them a system user. If they are not already a contact, create them.

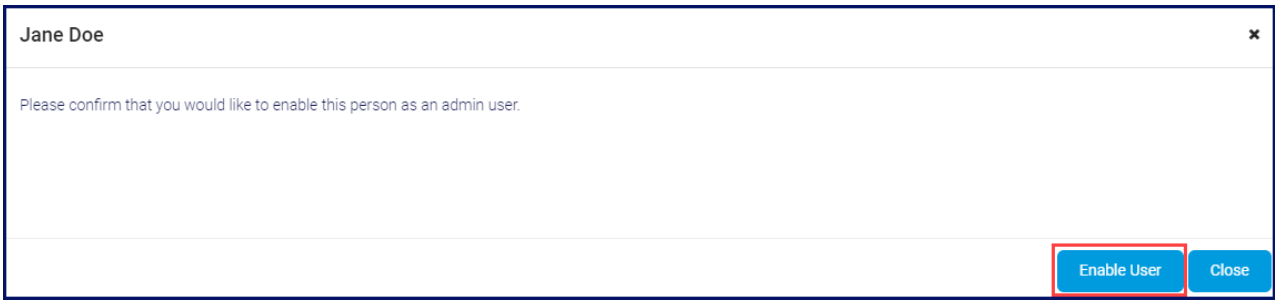
Click on the drop down arrow next to Edit Row.

FIRST NAME	LAST NAME	USERNAME	EMAIL *	MOBILE PHONE *	ROLE(S) *	IS PRIMARY	ADMIN STATUS	EDIT ROW
Jane	Doe		abursten+3@sportstg.com	0411111111	Secretary, Committee Member	<input type="checkbox"/>	Inactive	EDIT ROW 

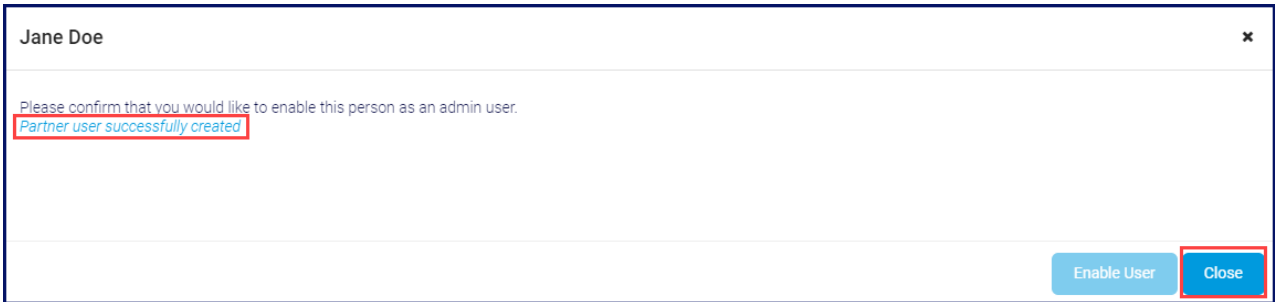
Select **Enable Admin**.



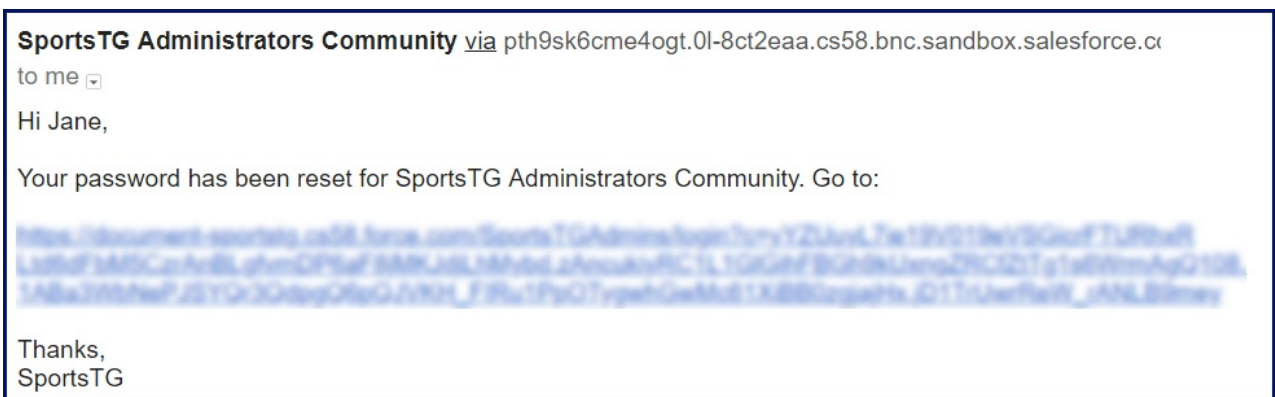
Confirm that you want to make this person an administrator. Click **Enable User**.



You get a confirmation that the user has been created. Click **Close**.

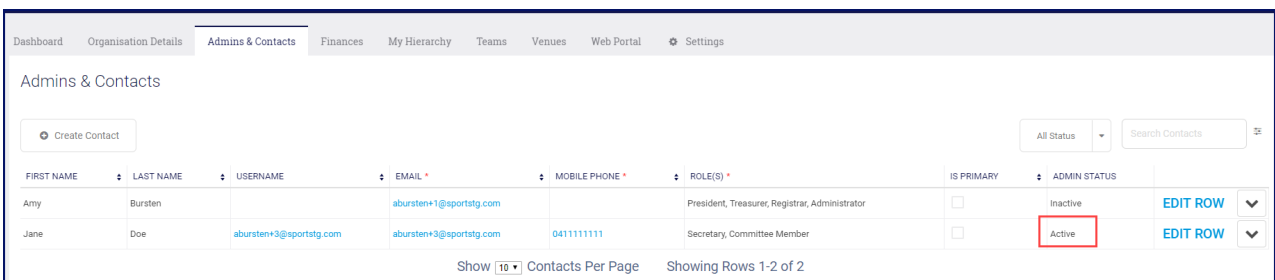


The user will receive an email with a link a link to reset their password.



Their contact record will now show their Admin Status as **Active**.

NOTE: you will need to refresh your screen to see this.



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