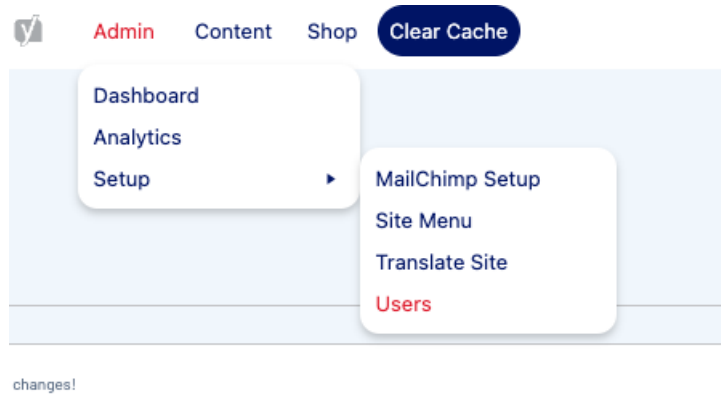# GAMEDAY

How do I add users?

Last Modified on 22/09/2023 2:23 pm AEST
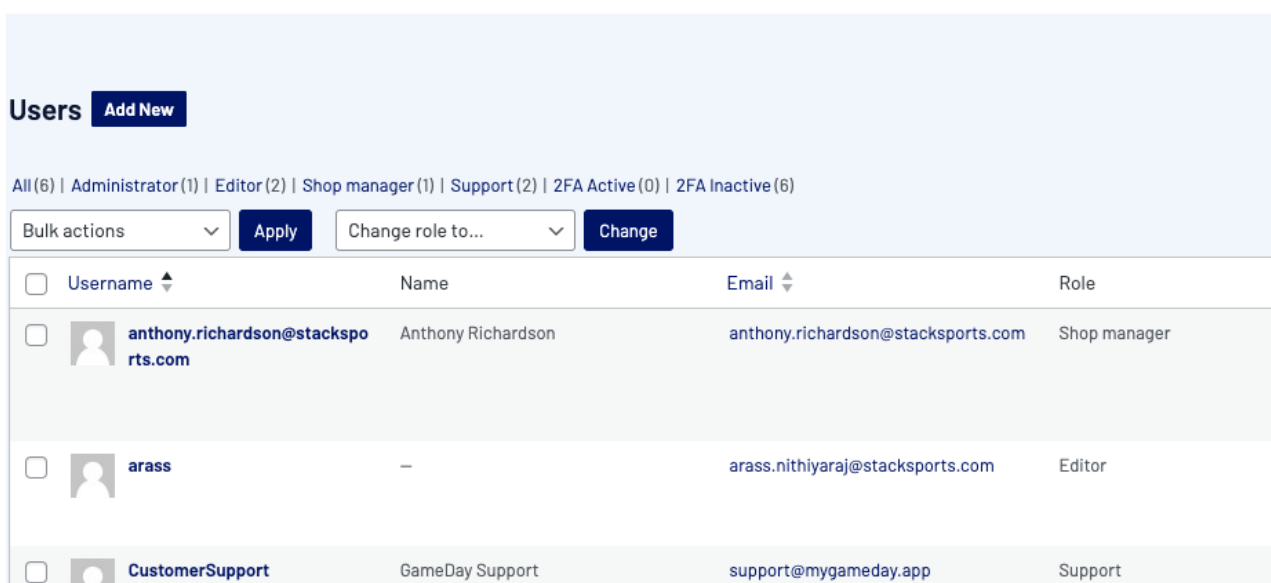
Once you are logged into your website, you can add users via the menu section - hover over the '**Admin**' tab then '**Setup**' and select '**Users**'.

Adding a New User

Those who have access and are existing users have the option of granting access to more users. They have the option of assigning each user roles such as 'Editor' and 'Administrator'. To do this, please follow these simple steps.

1. When you get to the 'Users' page, select 'Add New'.

2. You will then need to enter relevant user details as displayed below. Please ensure all required fields are correct.

Add New User

Create a brand new user and add them to this site.

Field	
Username (required)	
Email (required)	
First Name	
Last Name	
Website	
Language	Site Default
Password	Generate password
	nhN9E$^p4NN%hhC4h(r)xRt@ Hide
	Strong
Send User Notification	☑ Send the new user an email about their account.
Role	Editor

Add New User

NOTE: site default is the language as displayed. Although you have the option to change this to 'English (Australia)'.

3. For your password, you have the option to set a password of your choice or click on 'Generate Password' to get a generated password.

4. The 'Send User Notification' field gives you the option to notify the user one they've been added. Once complete, click 'Add New User' to confirm.

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