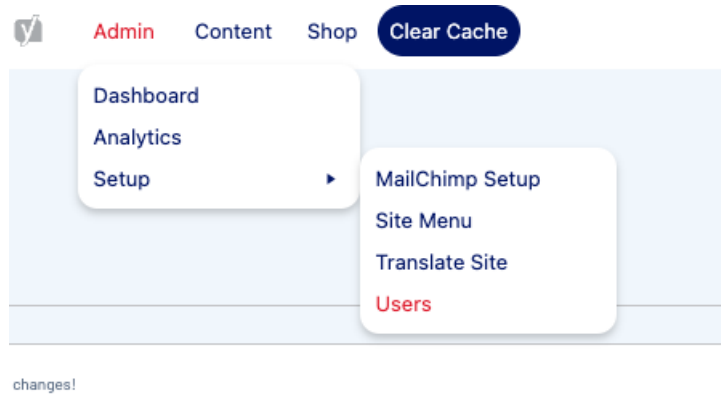


How do I add users?

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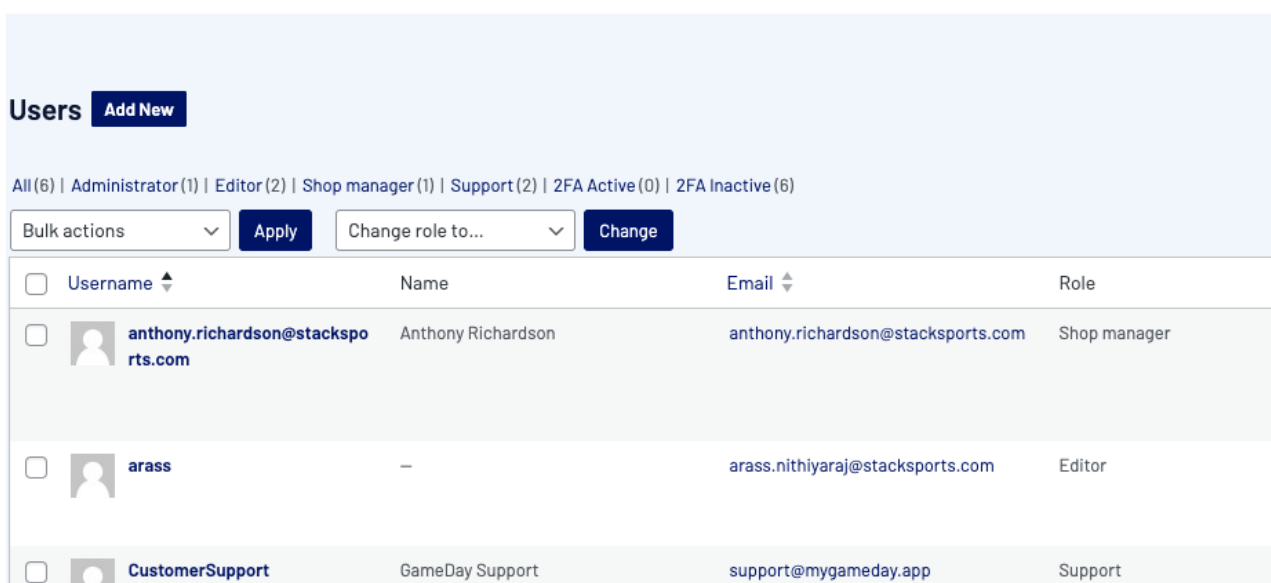
Once you are logged into your website, you can add users via the menu section - hover over the **'Admin'** tab then **'Setup'** and select **'Users'**.






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'.



The screenshot shows the 'Users' management page. At the top left, there is a 'Users' header with an 'Add New' button. Below the header, there is a summary of user counts: 'All (6) | Administrator (1) | Editor (2) | Shop manager (1) | Support (2) | 2FA Active (0) | 2FA Inactive (6)'. Below this, there are two dropdown menus: 'Bulk actions' and 'Change role to...', with 'Apply' and 'Change' buttons respectively. The main content is a table with columns for 'Username', 'Name', 'Email', and 'Role'. The table contains three rows of user data.

<input type="checkbox"/>	Username	Name	Email	Role
<input type="checkbox"/>	 anthony.richardson@stacksports.com	Anthony Richardson	anthony.richardson@stacksports.com	Shop manager
<input type="checkbox"/>	 arass	-	arass.nithiyaraj@stacksports.com	Editor
<input type="checkbox"/>	 CustomerSupport	GameDay Support	support@mygameday.app	Support

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.


Username (required)

Email (required)

First Name

Last Name

Website

Language 

Password

Strong

Send User Notification Send the new user an email about their account.

Role

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.

The image shows a user creation form with a light blue background. At the top, there is a 'Password' section. It contains a dark blue button labeled 'Generate password' which is highlighted with a pink rectangular box. A pink arrow points from the right towards this button. Below the button is a password input field with a green border, containing a masked password. To the right of the input field is a teal button with a white eye icon and the text 'Hide'. Below the input field is a green bar with the text 'Strong'. Below the password section is the 'Send User Notification' section, which has a checked checkbox and the text 'Send the new user an email about their account.'. At the bottom left of the form is a teal button labeled 'Add New User'.

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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