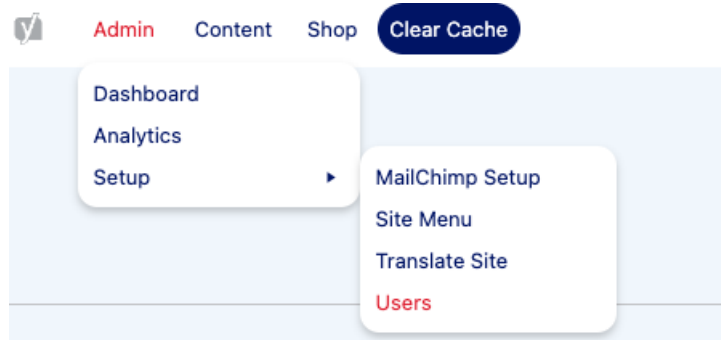


# How do I add users?

Last Modified on 16/12/2024 3:16 pm AEDT

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'**.



changes!

## 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'.

A screenshot of the 'Users' management page. At the top left is the 'Users' header with an 'Add New' button. Below the header is a summary of user counts: 'All (6) | Administrator (1) | Editor (2) | Shop manager (1) | Support (2) | 2FA Active (0) | 2FA Inactive (6)'. There are two main action buttons: 'Bulk actions' (with a dropdown arrow) and 'Apply', and another set: 'Change role to...' (with a dropdown arrow) and 'Change'. Below these is a table with columns for 'Username', 'Name', 'Email', and 'Role'.

<input type="checkbox"/>	Username	Name	Email	Role
<input type="checkbox"/>	<b>anthony.richardson@stacksports.com</b>	Anthony Richardson	anthony.richardson@stacksports.com	Shop manager
<input type="checkbox"/>	<b>arass</b>	—	arass.nithiyaraj@stacksports.com	Editor
<input type="checkbox"/>	<b>CustomerSupport</b>	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 the following elements:

- Password** section:
  - A blue button labeled "Generate password" is highlighted with a pink rectangular box. A pink arrow points from the right towards this button.
  - A password input field containing a masked password (e.g., "123456789012345678901234567890").
  - A green button labeled "Hide" with an eye icon.
  - A green bar below the input field indicating the password strength as "Strong".
- Send User Notification** section:
  - A checked checkbox followed by the text "Send the new user an email about their account."
- Add New User** button: A teal button located at the bottom left of the form.

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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