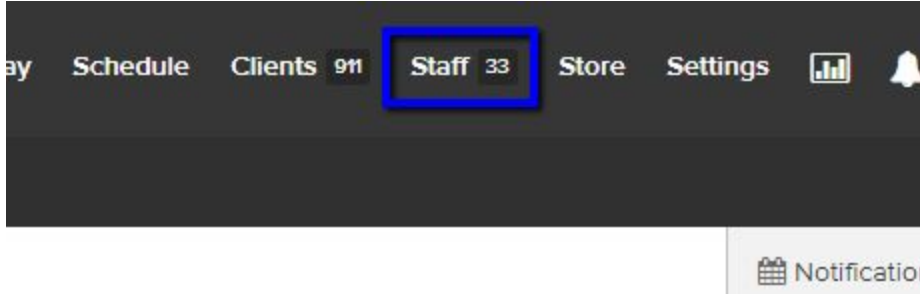
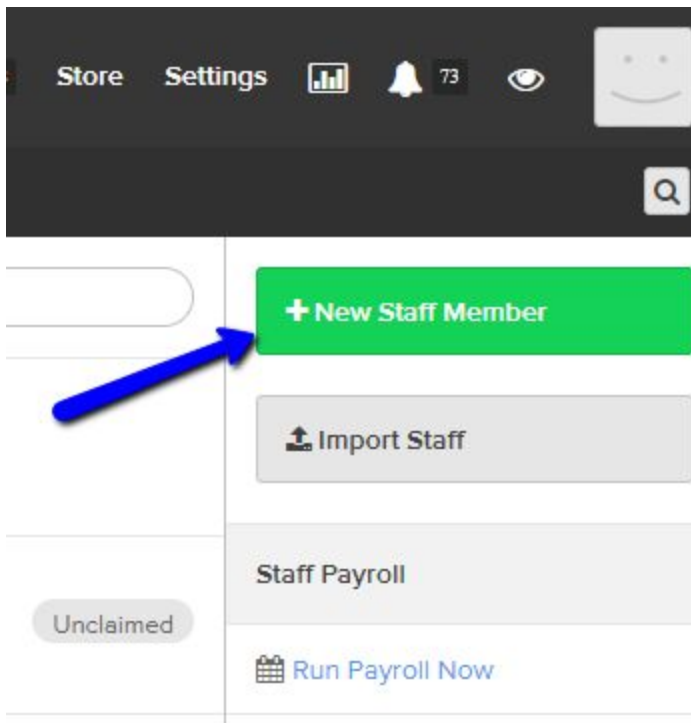


Adding a Staff Member


Go to Staff:




Select New Staff Member:





Enter in the information you have for that staff member. At a minimum, enter their first/last name and email address:

 New Staff Member

* First name 

Middle name

* Last name 

* Email address 

Phone

Address

Choose the permission you want to give them. You can refer to our [permissions guide](#) for details on each role:

Role

[Permissions Guide](#)

<input type="checkbox"/> Make this person a limited staff member
<input checked="" type="checkbox"/> Make this person a staff member
<input type="checkbox"/> Make this person a manager
<input type="checkbox"/> Make this person an owner

If your staff member will also be attending your services, make sure they are also marked as a client:

Make this person a client

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

You can allow their profile picture and biography (if they have one) to be seen through this setting:

Make this person a client

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

You can choose to not send the welcome email to your staff members until later, but ultimately you need to send this so they can claim their accounts. Once you make these selections, select Create:

Send invitation email

Send this staff member an email with instructions explaining how to sign in to their account. Or clear the checkbox if you want to email instructions later from this staff member's profile.

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

