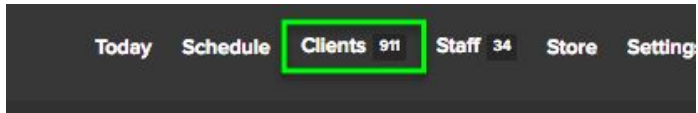
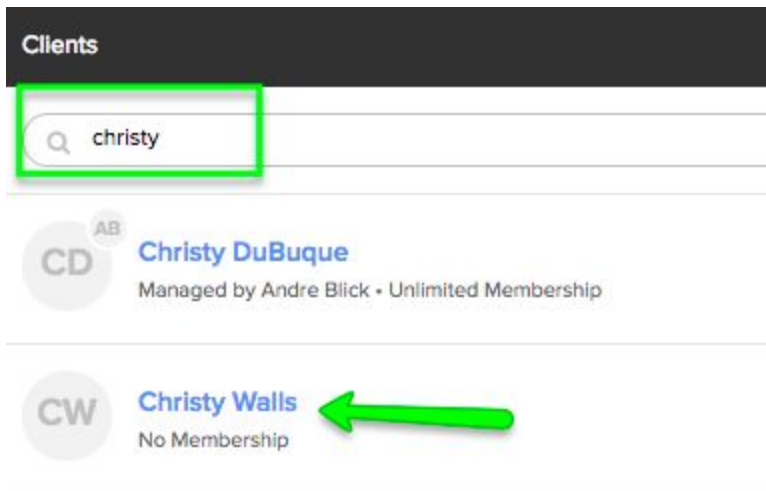


## Making a Client a Staff Member

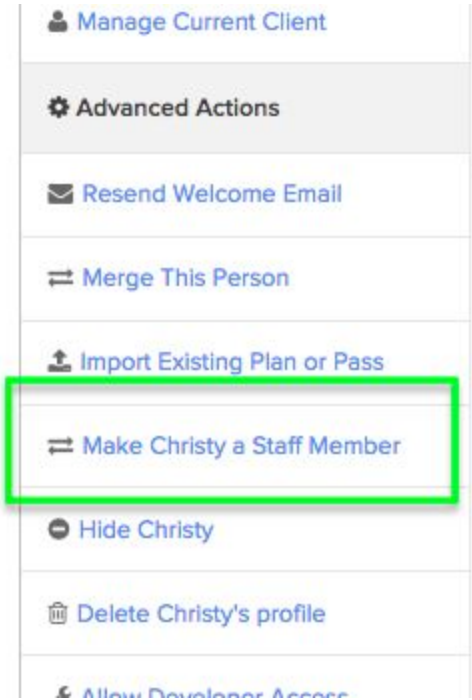
Go to the Client tab:



Search for the person you need to make a staff member and select them:



Scroll down the right side of their profile page and select Make This Person a Staff Member:



The default setting makes them a staff member. If you need to change their role to a limited staff member, manager, or owner, you will need to edit their staff profile.