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How to add staff Omar S. - 2023-03-21 - Membership

You can add staff to your organization to provide them access to MemberNova with different <u>roles</u>.

- 1. Click the **Add Staff** button from the Admin Dashboard.
- 2. Fill these details for the staff record:

• Details

- Profile Photo The person's profile photo. Click Select Image for Upload, then in your device's files, select the image file, and click
 Open to upload it into the staff record.
- First Name The person's first name.
- Last Name The person's last name.
- Email Address The person's email address.
- **Country Code** The phone country code. Select a country to populate the phone country code.
- **Preferred Phone** The person's preferred phone number.
- Job Title The person's title.
- Staff Directory Settings
 - Include in the Staff Directory? This allows the staff member to be displayed in the Staff Directory.
- **Login Account** The login and roles for the person.
 - **Assign Roles** Assign a <u>role</u> to the person.
- Permission to Store Personal Data
 - By selecting this checkbox, you agree that you have this individual's consent... Checkbox (Required) - This checkbox grants consent for the organization to store the person's information into the system.
- 3. Click Save.

4. You will be redirected to the person's profile to make additional changes.

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