How to add staff

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You can add staff to your organization to provide them access to MemberNova with different roles.

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 role 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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