

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 [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.

Related Content

- [How to add a non-member](#)
- [What are roles](#)
- [How to add a member](#)