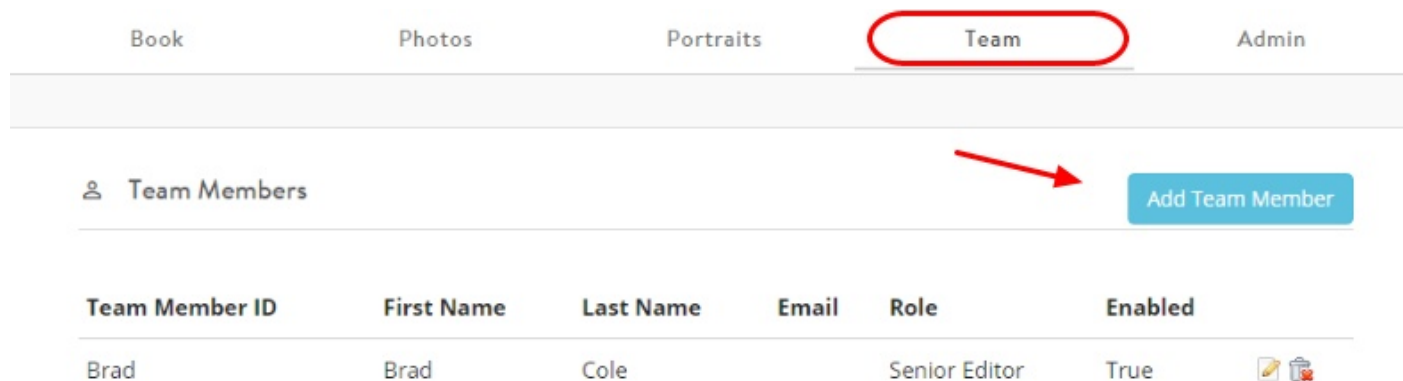


How do I create additional Team Members?

Date : September 13, 2015

Team management tools are available in the Book Ladder. The **Manager** or **Co-Manager** can add additional team members to the book, and manage the type of access these team members receive to the book.


Click the **Team tab** at the top of the page, then click **Add Team Member**.



The screenshot shows the YearbookFusion interface with the 'Team' tab selected at the top. Below the tabs, there is a section titled 'Team Members' with a red arrow pointing to the 'Add Team Member' button. Below this, there is a table with the following data:

Team Member ID	First Name	Last Name	Email	Role	Enabled
Brad	Brad	Cole		Senior Editor	True

Create the team member and assign a role to their account.

 Manage Team Member


Team Member ID:

Password:


First Name:

Last Name:

Email:

Role:  [What role should I choose?](#)

Enabled: ☒

Send confirmation email: 

The Team Member ID, Password, First Name and Last Name are required fields.

Note: Team members given the role of Manager and Co-Manger must include a valid email address.

The available roles include:

Roles Overview



Roles allow you to easily limit the features which are available to users in your team.

For most **student** users, the **editor or senior editor roles** are recommended. For staff accounts, the **advisor or co-manager** roles are recommended.


	Edit Assigned Pages	Edit Any Page	Add/Remove/Re-order Pages	Approve/Reject Pages	Manage Users
Co-Manager	✓	✓	✓	✓	✓
Advisor	✓	✓	✓	✓	✗
Senior Editor	✓	✓	✗	✗	✗
Editor	✓	✗	✗	✗	✗

Only the account owner has access to the administrator area. There is only one administrator per account.

OK

At any time the Manager or Co-Manager can edit or delete team member.

To disable a team member's access to the book, turn off the checkmark next to the ENABLED field. This is useful if you do not want a student to continue to edit their page past deadline, for instance.

 Manage Team Member

Team Member ID:

Brad

Password:

Password1

First Name:

Brad

Last Name:

Cole

Email:

Role:

Editor

▼

What role should I choose?

Enabled:

☒

Send confirmation email:

Yes

▼

Cancel

Save Changes

Last, choose to send a confirmation email to the team member, which will contain login information. (Recommended particularly if you are using the software outside of a school lab, eg. a PTA group or combined teacher/parent/student committee).

Click **SAVE** to complete the team member creation. Once a team member is created, you can assign pages to them in the book ladder.