

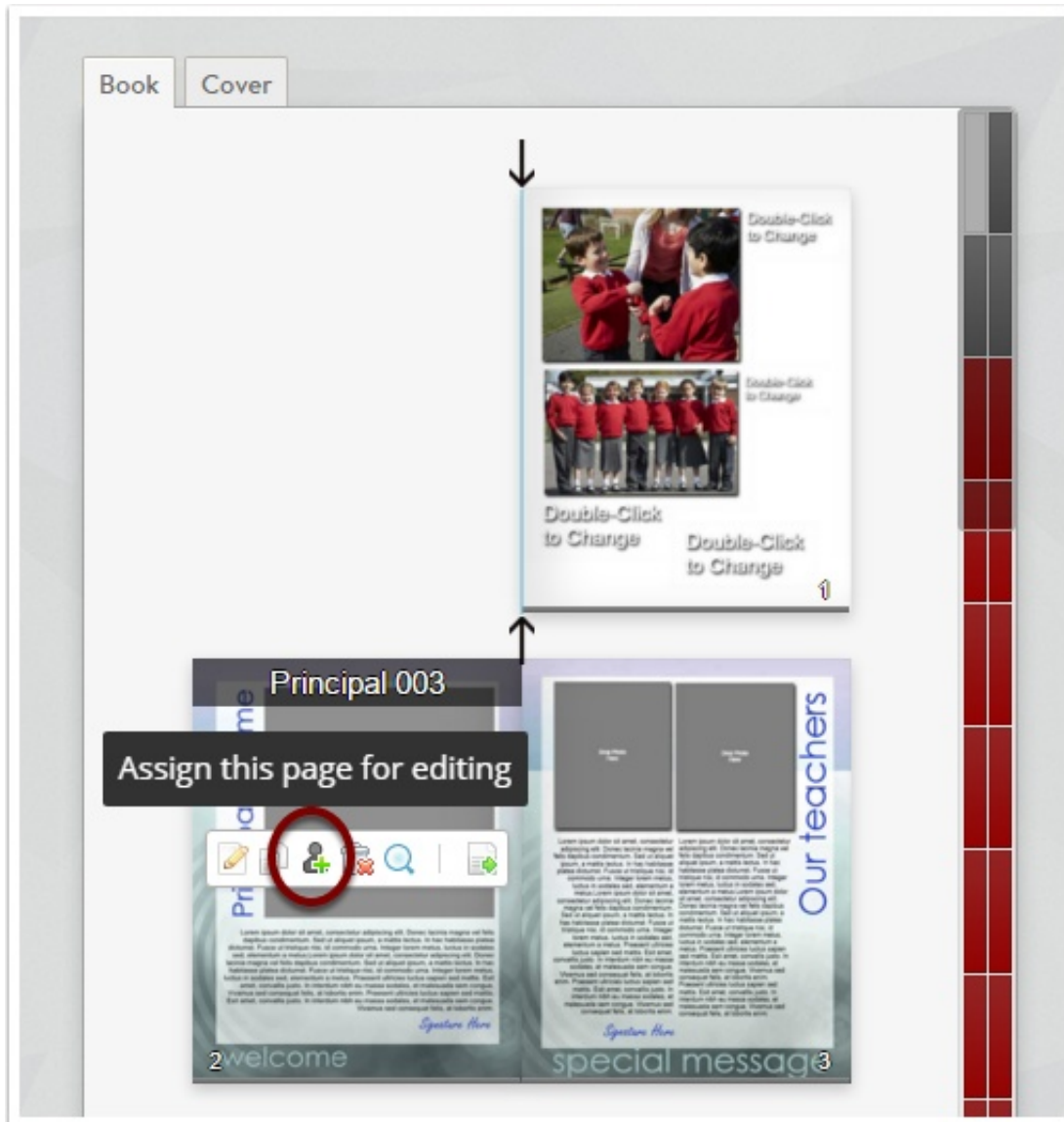
How do I assign sections to a team member?

Date : December 15, 2015

Once you have [team members set up](#), you can assign sections of your book to one or more team member.

Assigning a section will prevent non-authorized team members from editing the section.

On your Book ladder, hover over a section - choose to **Assign this page for editing**.



The list of your team members will appear.
Add checkmarks next to any member who will need to edit the section.

Principal 003 - Page 2 assignment Batch Assign To: Choose an option ×

▼ User	↕ Role	↕ Contact Name	↕ Email	↕
<input checked="" type="checkbox"/> Manager (You)	Manager	Lynne D	ldarroch@lumapix.com	
<input type="checkbox"/> JacobC	Senior Editor	Jacob Covin		
<input type="checkbox"/> JoshuaO	Senior Editor	Joshua OChi	josho@lpx.com	
<input checked="" type="checkbox"/> CyarraC	Editor	Cyarra Chas		
<input checked="" type="checkbox"/> Emilia	Editor	Emilia Martinez Z	emzd@lp.com	
<input type="checkbox"/> LiamT	Editor	Liam Tomal		

Save Assignments

You can also batch assign the section to a particular type of user, so all members of this type will be able to edit the section.

Principal 003 - Page 2 assignment

Batch Assign To:

Choose an option

All

None

Managers

Senior Editors

Editors

▼ User	↕ Role	↕ Contact Name	↕ Email
<input checked="" type="checkbox"/> Manager (You)	Manager	Lynne D	ldarroch
<input type="checkbox"/> JacobC	Senior Editor	Jacob Covin	
<input type="checkbox"/> JoshuaO	Senior Editor	Joshua OChi	josh@l
<input checked="" type="checkbox"/> CyarraC	Editor	Cyarra Chas	
<input checked="" type="checkbox"/> Emilia	Editor	Emilia Martinez Z	emzd@l

When the assignment is complete, click on **Save Assignments** at the bottom of the list. To review who has been assigned the project, hover over the sections team button.

