

SiteWorks: Adding a new user

1. From the Dashboard go to Users and click on Add New User

ն Dashboard	Users Add New User				Screen Op	Help 🔻
Posts	All (2) Administrator (2)					Search Users
🕽 Media	Bulk actions	ply Change role to	✓ Change			2 items
Pages	🔲 Username 🖨	Name	Ema	ail 🜩	Role	Posts
🞳 u3a Groups	PRDWebAd24	Chris Winner			Administrator	0
u3a Events						
📱 u3a Venues	SwDevAdmin	_			Administrator	0
🔓 u3a Contacts						
👂 u3a Notices	🗌 Username 🗘	Name	Ema	iil ‡	Role	Posts
🕻 u3a Settings	Bulk actions Y	ply Change role to	Change			2 items
🗑 u3a Import Export						
Appearance						
🕼 Plugins 📀	/					
Users	/					

2. Enter the credentials – note a password will be created. Make a note of it, the user will be able to change it.

🍘 Dashboard	Add New User			Help 🔻
📌 Posts	Create a brand new user and add then	n to this site.		
9) Media	Username (required)			
Pages				
u3a Events	Email (required)			
u3a Venues	First Name			
u3a Contactsu3a Notices	Last Name			
u3a Settingsu3a Import Export	Website			
🔊 Appearance	Language 🕼	Site Default		
Plugins 2	Password	Generate password		
All Users		v%ndZzw(bs3rTYMQlF6HWD1N	💋 Hide	
Add New User		Strona		



3. When they are set up, you can set their role by clicking next to their name, then from the 'Change Role to ...' dropdown select Administrator

ն Dashboard	Users Add New User			Screen Options	▼ Help ▼
✤ Posts	All (2) Administrator (2)				Search Users
🕽 Media	Bulk actions V Apply	Change role to 🗸	Change		2 items
_ Pages	🗌 Username 🔷	Change role to Subscriber	Email 븆	Role	Posts
🞳 u3a Groups	PRDWebAd24	Contributor		Administrator	0
u3a Events		Editor			
u3a Venues	SwDevAdmin	Administrator — No role for this site —		Administrator	0
🎍 u3a Contacts					
루 u3a Notices	🗌 Username 🖨	Name	Email 🗘	Role	Posts
🗱 u3a Settings	Bulk actions	Change role to	Change		2 items
🖥 u3a Import Export	Duk deloris		change		
Appearance					
Plugins 2					
Users					