

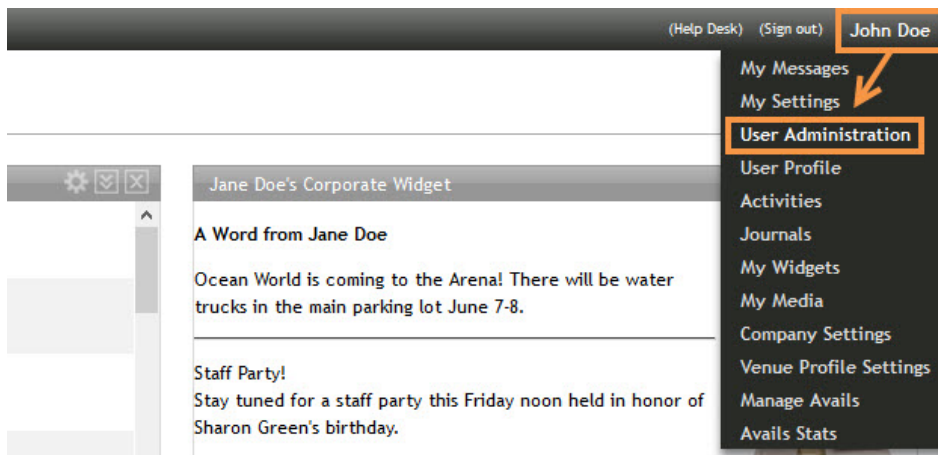
Adding a User

Updated: May 20, 2015

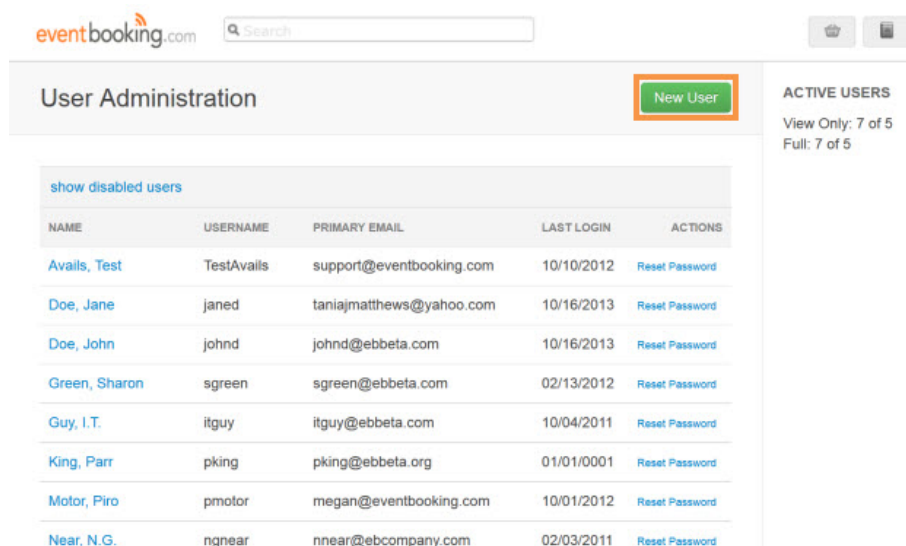
This article will walk you through creating new users and assigning permissions with the User Administration page. Please note that this feature is only available to users with administrative permissions.

ADDING A NEW USER

1. Hover over your name in the upper-right corner of the screen and click **User Administration**.



3. Click **New User**.



4. Enter the first name, last name, email address and desired username for your user.
5. Replace the randomly generated password, if you would like.
6. Leave **Send new user an email** checked if you would like your new user to receive a new user email immediately.
7. Click **Save**. You will be taken to the individual user's page.

Add User for EB Beta Company ✕

First Name

Last Name

Email

Username

Password

Notification Send new user an email

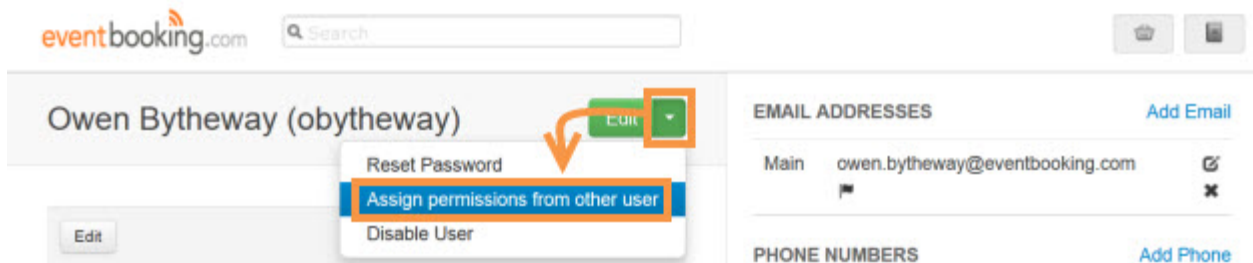
ASSIGNING PERMISSIONS

You can assign permissions to a user by either mirroring another user's permissions or assigning individual profiles.

MIRROR PERMISSIONS FROM OTHER USERS

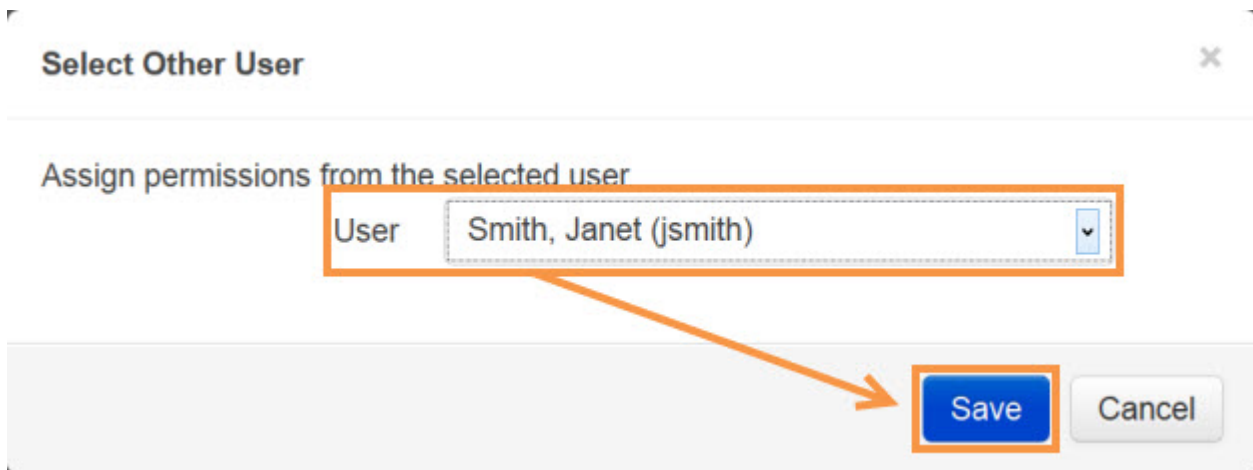
8. Click the down arrow on the green edit button.

9. Click **Assign permissions from other user**.



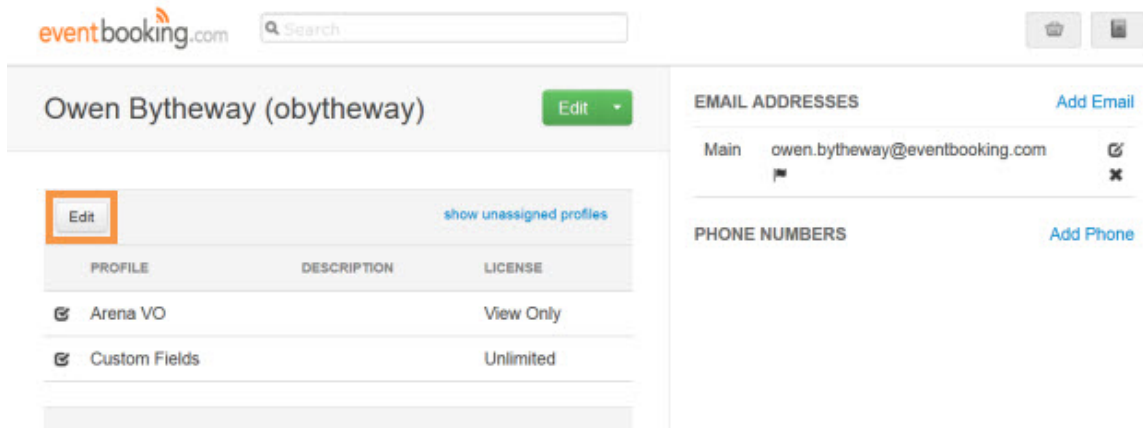
10. Select the user whose permissions you would like to mirror from the drop-down.

11. Click **Save**.



ASSIGN INDIVIDUAL PERMISSIONS PROFILES

8. Click the grey edit button underneath the user's name.



eventbooking.com Search

Owen Bytheway (obytheway) Edit

EMAIL ADDRESSES Add Email

Main owen.bytheway@eventbooking.com

PHONE NUMBERS Add Phone

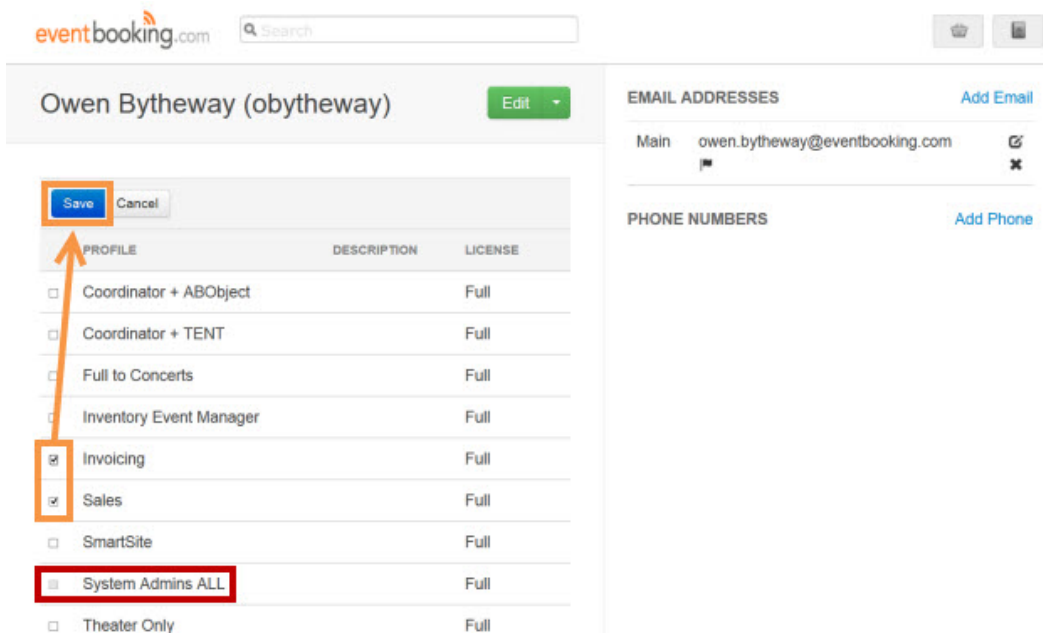
Edit show unassigned profiles

| PROFILE | DESCRIPTION | LICENSE |
|---|-------------|-----------|
| <input checked="" type="checkbox"/> Arena VO | | View Only |
| <input checked="" type="checkbox"/> Custom Fields | | Unlimited |

9. Check all permissions that you wish to assign to the user. You might notice that some profiles have their boxes greyed out and you are unable to check them. These are normally administrative profiles; EventBooking support must be contacted in order to add additional admin users.

If you are not sure what a permission profile means, please contact the support team and we can help you out.

10. Click **Save**.



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Owen Bytheway (obytheway) Edit

EMAIL ADDRESSES Add Email

Main owen.bytheway@eventbooking.com

PHONE NUMBERS Add Phone

Save Cancel

| PROFILE | DESCRIPTION | LICENSE |
|--|-------------|---------|
| <input type="checkbox"/> Coordinator + ABOject | | Full |
| <input type="checkbox"/> Coordinator + TENT | | Full |
| <input type="checkbox"/> Full to Concerts | | Full |
| <input type="checkbox"/> Inventory Event Manager | | Full |
| <input checked="" type="checkbox"/> Invoicing | | Full |
| <input checked="" type="checkbox"/> Sales | | Full |
| <input type="checkbox"/> SmartSite | | Full |
| <input type="checkbox"/> System Admins ALL | | Full |
| <input type="checkbox"/> Theater Only | | Full |

Once all of the proper permissions profiles have been assigned to the user, he or she is ready to sign in.

The screenshot displays the user profile interface for Owen Bytheway (obytheway) on eventbooking.com. At the top, there is a search bar and navigation icons. The user's name and a green 'Edit' button are prominently displayed. Below this, a table lists assigned permissions profiles with columns for 'PROFILE', 'DESCRIPTION', and 'LICENSE'. To the right, there are sections for 'EMAIL ADDRESSES' and 'PHONE NUMBERS', each with an 'Add' button. The email section shows a 'Main' address: owen.bytheway@eventbooking.com.

eventbooking.com

Owen Bytheway (obytheway) [Edit](#)

[Edit](#) [show unassigned profiles](#)

| PROFILE | DESCRIPTION | LICENSE |
|---|-------------|-----------|
| <input checked="" type="checkbox"/> Invoicing | | Full |
| <input checked="" type="checkbox"/> Sales | | Full |
| <input checked="" type="checkbox"/> Arena VO | | View Only |
| <input checked="" type="checkbox"/> Custom Fields | | Unlimited |

EMAIL ADDRESSES [Add Email](#)

Main owen.bytheway@eventbooking.com

PHONE NUMBERS [Add Phone](#)