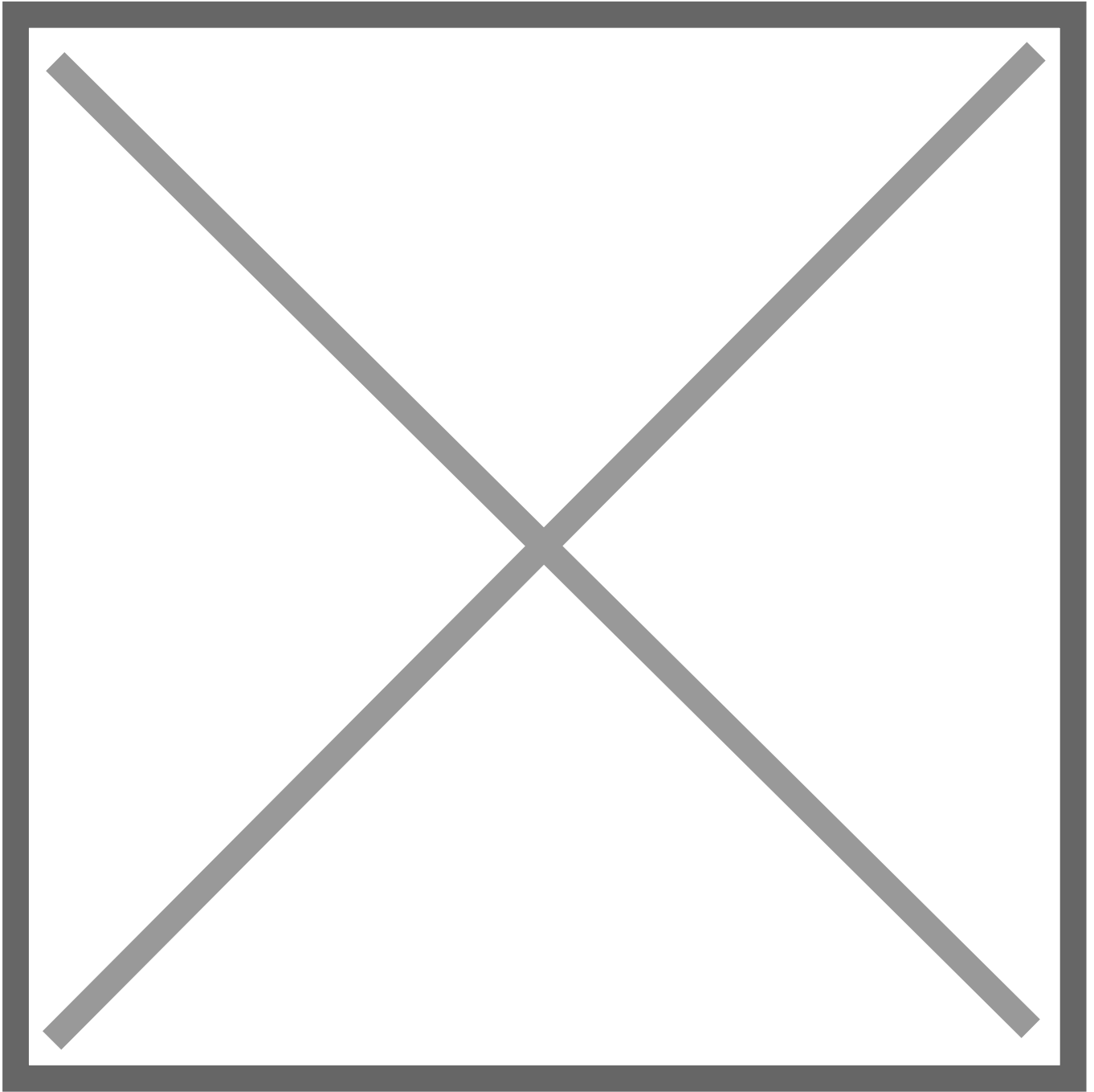


How do I manage or add staff?



1. Select Management from the top navigation. Rosters will be selected by default.
2. Select Manage under Staff.
3. To view and edit a staff member's information:
 - 3A. Select the **+** icon next to a name to expand the row. When expanded, it will change to a **-** icon. Select Edit Staff Information to change specific fields. Be sure to save your changes.
To add a staff member:
 - 3B. Select Add Staff from the Actions dropdown. ***Make sure to click the arrow after each step to move forward!***
4. Input the relevant Staff information.
5. Use the check boxes to select Classes and the arrows to add or remove them from the staff member's enrollment.
6. If relevant, use the check boxes to select Report Groups and the arrows to add or remove them from the staff member's enrollment.
7. Select Save & Close.



Revision #2

Created 6 December 2023 17:38:49

Updated 7 November 2024 17:52:56