

How to add staff members to your account

1. Login to your account at: <https://training.agendaforchildren.org/checkoutsignin.cfm>
2. From the left-hand pane, click on **My Account**, then **Manage Members**

The screenshot shows the website's navigation menu on the left. The 'My Account' option is circled in red, and a red arrow points to it with the text '1. My Account'. Below it, the 'Manage Members' option is also circled in red, and a red arrow points to it with the text '2. Manage Members'. The main content area shows a search bar and a list of course search options.

3. From here, you'll see a list of everyone associated with your account. If you have staff members that are *not* listed here, what you do next will depend on if they already have an account:
 - a. **Staff with Existing Accounts:** If your staff members already have accounts, but aren't linked to your account, we can add them for you. In general, anyone who has taken a class with us since July 2014 has an account in our system. Just email trainings@agendaforchildren.org with YOUR name and the names of all of the staff members you would like added to your account. Note that if you choose the **Add New Member** option instead of emailing us, that person will then have TWO accounts, which means that their transcripts won't be accurate. If you accidentally create a duplicate account, please email trainings@agendaforchildren.org and we
 - b. **Staff without an Account:** If you have staff that don't already have an account with us, please use the **Add New Member** option:

The screenshot shows the 'MANAGE MEMBERS' page. The 'Add New Member' button is circled in red, and a red arrow points to it with the text '3. Add New Member'. Below the button is a table with member information.

Member ID	Member Name	Options
AFC103664	Test, Nobody	Edit Profile View Registrations
etrou	Trout, Emily	Edit Profile View Registrations
AFC101802	Zimmerer, Diane	Edit Profile View Registrations

On the next page, you will be prompted to create a new account. Be sure to have the staff person's name, address, email and birthdate handy. Once you have filled out all of the fields, click **Submit**.