



How to Add New Users

This guide demonstrates how to invite new users to a site.

Written By: Dozuki System

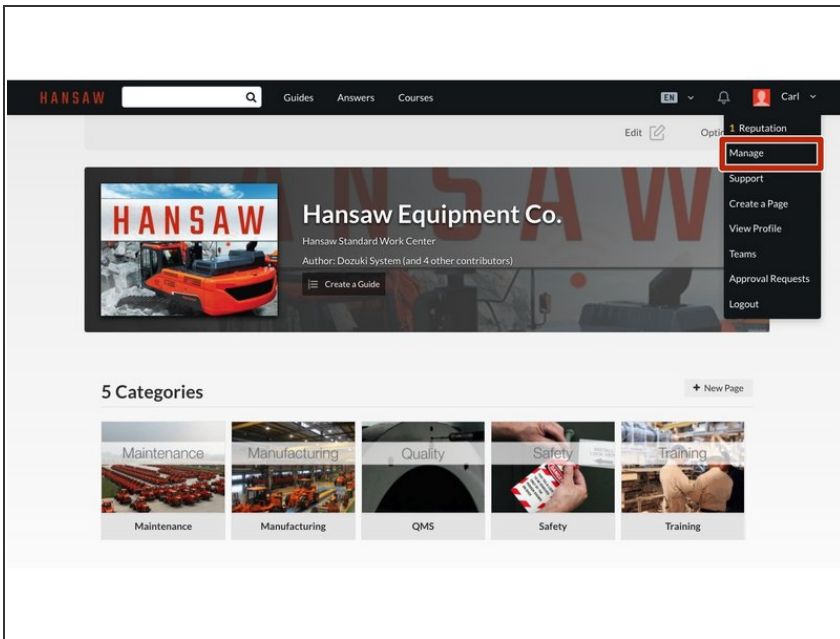


INTRODUCTION

This guide demonstrates how to invite new users to your site.

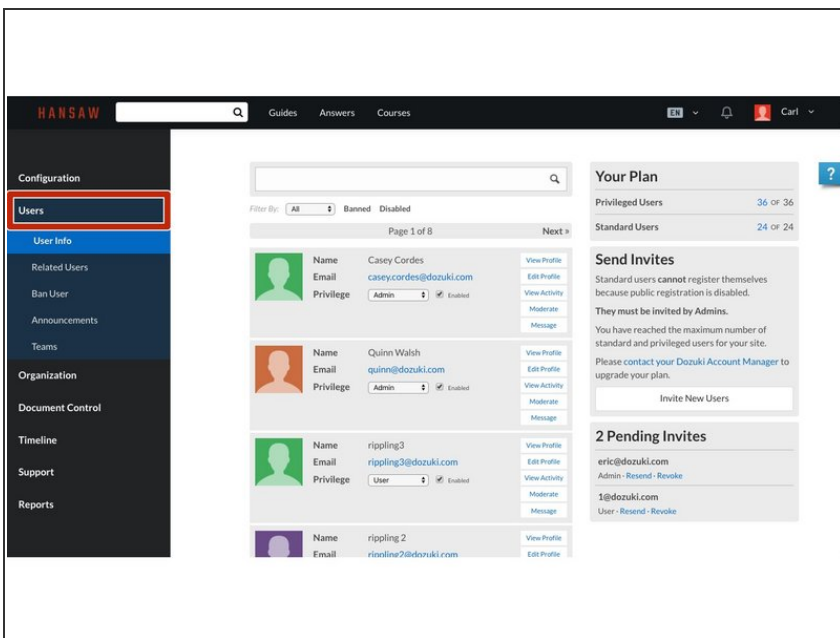
Note: Only admins have access to the User Info page to add new users.

Step 1 — Open Management Console



- Click on the user menu in the right of the site header.
- Select **Manage** from the drop-down menu.

Step 2 — Open User Info Page



- Click **Users** in the sidebar on the left side of the page.

Step 3 — Invite New Users

Search

Filter By: All Banned Disabled

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NameCasey Cordes

Emailcasey.cordes@dozuki.com

PrivilegeAdminEnabled

View Profile

Edit Profile

View Activity

Moderate

Message

NameQuinn Walsh

Emailquinn@dozuki.com

PrivilegeAdminEnabled

View Profile

Edit Profile

View Activity

Moderate

Message

Namerippling3

Emailrippling3@dozuki.com

PrivilegeUserEnabled

View Profile

Edit Profile

View Activity

Moderate

Message

Namerippling 2

View Profile

Your Plan

Privileged Users39 OF

Standard Users25 OF

Send Invites

Standard users cannot register themselves because public registration is disabled. They must be invited by Admins.

You have reached the maximum number of standard and privileged users for your site. Please contact your Dozuki Account Manager upgrade your plan.

Invite New Users

2 Pending Invites

eric@dozuki.com

Admin · Resend · Revoke

1@dozuki.com

User · Resend · Revoke

- Click on the **Invite New Users** button on the right side of the page.

Step 4 — Create and Send the User Invitation

Let's invite some users!

What kind of accounts?

- ✓ User
- Author
- Moderator
- Author & Mod
- Admin

Who should receive invites?

The invites will only be valid for the email addresses listed here.

Example: taylor@dozuki.com, bob@dozuki.com

Add a personal message

We'll pass it along in the email we send.

Close Send Invites

- Select what type of user(s) to add.
 - ① See the [User Types Section](#) for more information.
- Type in the emails of the users you are inviting to the site.
 - ✉ If you are inviting more than one user, separate their email addresses with a comma.
- Add a personal message.
- Click on the **Send Invites** button.
 - ① *Invitees will receive an email invitation, which they need to accept in order to create their user account on the site.*