How do I add area staff?

· Log into the main account for your area - most likely the Area Directors.
· Click on Contacts in the upper right hand corner of your screen.
· Paste all your staff emails in the open window at the top of the screen.
· Click "Add Admin" button.
· Click "Send Invitations"
· Be sure to email your leaders or staff to alert them to the invitation they will be receiving. Sometimes this   invitation shows up in their spam folder.
· Click here to download a sample volunteer letter.

How do I add area leaders?

· Log into the main account for your area - most likely the Area Directors.
· Click on Contacts in the upper right hand corner of your screen.
· Paste all your staff emails in the open window at the top of the screen.
· Click "Add User" button. REMEMBER - All volunteers will be added as "Users" only. Area Directors add ALL leaders from their area.
· Click "Send Invitations"
· Be sure to email your leaders or staff to alert them to the invitation they will be receiving. Sometimes this invitation shows up in their spam folder.
· Click here to download a sample volunteer letter.