

## Add New Users to Virtual Y

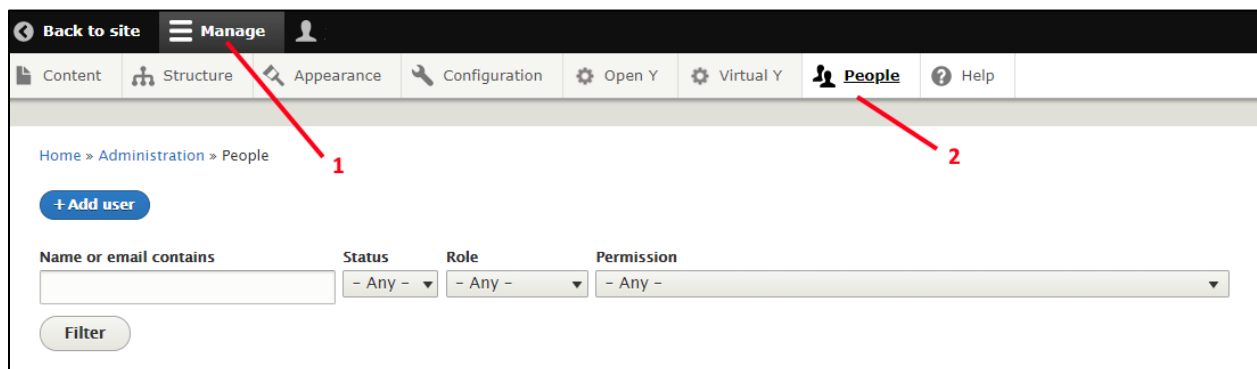
You should not share your credentials to access the Virtual Y site with anyone. Please use the below guide to setup new users.

### Definitions

1. **Site Owner:** Full administrator
2. **Virtual YMCA Editor:** May create, edit, delete anyone's content
3. **Contributor:** May create, edit, delete their own content

### How to add new users

4. Access your Virtual Y site and log in with your Site Owner credentials
5. Navigate to the **People** section of the site by clicking **Manage** and then **People**



6. Click the **Add User** button
7. Fill out the form
  - a. Email address
  - b. Username (we suggest using the email address again)
  - c. Password
  - d. Confirm password
  - e. Check the Notify user of new account checkbox
  - f. Selecting the proper time zone, if applicable
  - g. Select the roles to assign. For Virtual Y Administrator the following roles apply
    - i. **Site Owner:** Full administrator
    - ii. **Virtual YMCA Editor:** May create, edit, delete anyone's content
    - iii. **Contributor:** May create, edit, delete their own content

This web page allows administrators to register new users. Users' email addresses and usernames must be unique.

**Email address**

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

**Username \***

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

**Password \***

Password strength:

**Confirm password \***

Passwords match:

Provide a password for the new account in both fields.

**Status**

Blocked

Active

Notify user of new account

**Site language**

English ▾

This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information.

▼ **CONTACT SETTINGS**

Personal contact form

Allow other users to contact you via a personal contact form which keeps your email address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.

▼ **LOCALE SETTINGS**

**Time zone**

Chicago ▾

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

**Create new account**

8. Click **Create new account** button

9. The new user will now have access to the site.