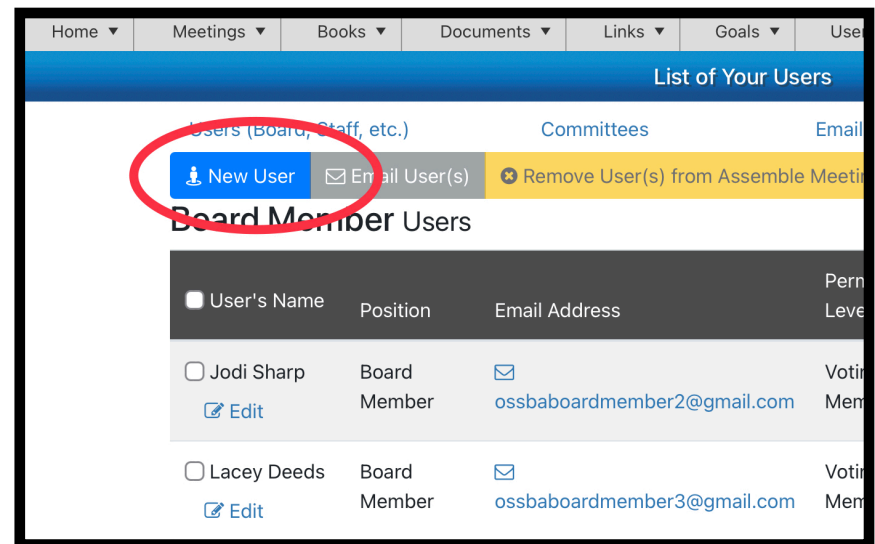
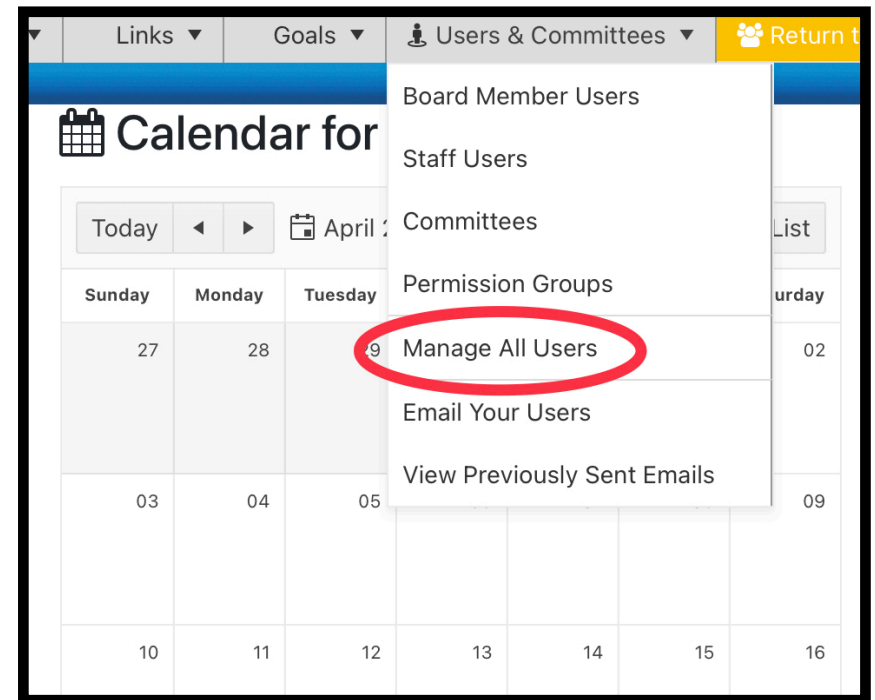


1. Click on Manage Users under Users and Committees (Units)
2. Add New User
3. Create New User
4. Add First and Last Name and select Board Member for user role
5. Add board members's email. This will also be their username.
6. Add password as board member's firstname.lastname (all lowercase)
7. Save Users's Information
8. Check Voting Member
9. Click Save



**Create User**

If your User already exists elsewhere in our system, please find them in this list and give them permission to use this program. This will help prevent duplicate users (and usernames and passwords). Plus, any old settings and notes they may have will be re-activated, too.

Your Users without Assemble Meetings Permissions:

Board Member1, Board Member

[+ Activate Existing User](#)

**Create a Brand New User**

If your User doesn't already exist in the list above, click this button to create them from scratch.

[Create New User](#)

Cancel

**User's Information**

First Name: \*

First Name

Nickname (optional):

Nickname (optional)

Middle Name (optional):

Middle Name (optional)

Last Name: \*

Last Name

Prefix (optional):

Prefix (optional)

Suffix (optional):

Suffix (optional)

**OSSBA Sandbox Information**

Work Email Address:

@ Work Email Address

Re-type Email Address:

@ Re-type Email Address

☐ Is a Primary Contact for this Organization?

Position with OSSBA Sandbox:

Board Member

Other Position Title (optional):

Other Position Title (optional)

Cancel [Save User's Information](#)

Email Address: \*

@ Email Address

Re-type Email Address:

@ Re-type Email Address

Password: \*

Password

Re-type Password:

Re-type Password

☐ Generate and Email New Random Password

[Save User's Information](#) Cancel

**Jodi Sharp Information**

Username (login name):

ossbaboardmember2@gmail.cc

OSSBA Sandbox Email Address:

@ ossbaboardmember2@gmail.cc

[Email Jodi Sharp](#)

Need to manage a User's information - like their name, email address, or password?

[View/Edit User's Information](#)

[View User Edit/Change Log](#)

[View User Activity Log](#)

[Remove User from Assemble Meetings](#)

**Permissions:**

☐ Agenda Manager

☐ Minutes Manager

☐ Meeting Leader

☐ Agenda Reviewer: In Development

☐ Agenda Reviewer: In Review

☒ Voting Member

☐ Agenda Item Requestor

☐ Attorney

☐ Vote Tiebreaker

☐ Document Manager

☐ Link Manager

☐ Goal Manager

☐ Calendar Manager

☐ Settings Manager

☐ User Manager

☐ Disable Notes Within Meeting