

How to add a guest into the data base

Go to Dashboard/Users/Add New User

You will see a screen like this:

Add New User

[{ ACF to REST-API }](#) [♥ Make a donation](#)

Create a brand new user and add them to this site.

Username
(required)

Email

First Name

Last Name

Website

Password

[Generate password](#)

JCRkdIX@P@bJYdd)9R081GWn|

Strong

[Hide](#)

Send User Notification

☐ Send the new user an email about their account.

Membership Director Fields

Member Type *
Select the type of User

Full Member

Username – normally the last name.first name. e.g. last.first

Email, First and Last Name are obvious.

Ignore generate password

Leave Send User Notification blank

Member Type – Select Guest from the drop down list.

Then fill in rest of the information that you have. Phone, Park Pass Information, Emergency Contact.

Postal/Zip Code	
Country	Canada
Home Phone	
Mobile Phone	
Park Pass Expiration Please pick the year and month your pass expires.	Select a year... Select a month...
Park Pass Number	
Park Pass Type	
Emergency Contact	
Relationship	
Phone	

Then set up User Roles.
First click Guest

User Roles	☐ Event Organizers ☒ Guest ☐ Guest Data ☐ Membership Director ☐ Membership Support ☐ Newsletter Editor ☐ No Internet Access ☐ President
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Then unclick Subscriber and then click on Add New User.

Note that only Subscribers can log in to the web site so it is important to unclick this box when adding a new User.

If there are any problems, contact Eric. Eric will get an email saying a new user has been added.

User Roles

☐ President

☐ Send Emails

☐ Social Director

☐ Subscriber

☐ Summer / Winter trip Organizer

☐ Sunshine Director

☐ Telephone Coordinator

☐ Treasurer

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