

Creating Admin Users

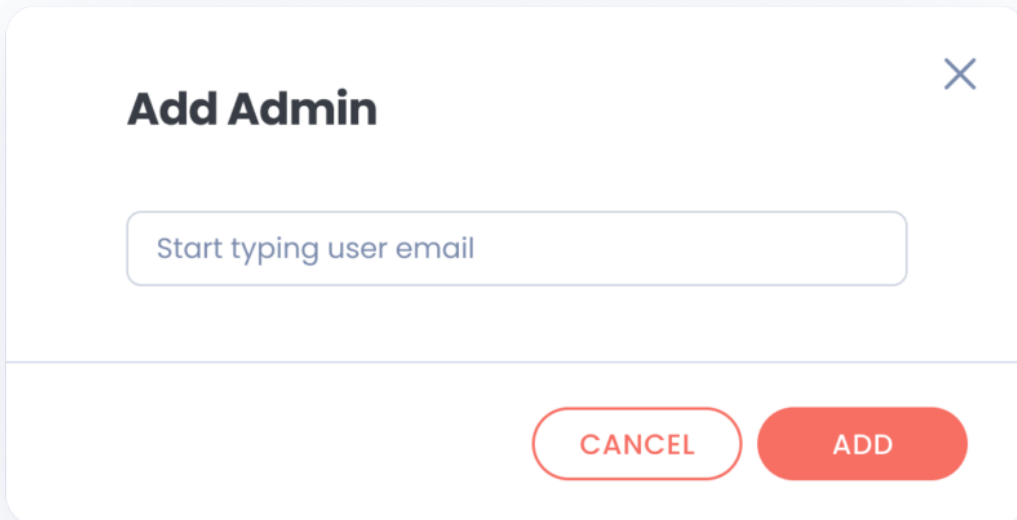
As a Jlive Super Admin, you have the ability to create Admins for specific organizations.

1. Visit: jlive.app/admin/mange/admins
2. Click Add Admin button



ADD ADMIN

3. Enter the email address for the person and either choose from an existing Admin User or Create a New User.



Add Admin

Start typing user email

CANCEL ADD

4. If you have to Create a New User, then enter their Email, First Name, Last Name, Primary City and agree to our Terms and Privacy Policy.

NOTE

We will soon be making sure that they individual themselves is the one agreeing to the Terms, so in the meantime please separately inform them that by using our platform they agree to our [Terms of Service](#) and [Privacy Policy](#).

Create New User

john.doe@gmail.com

First Name*

Last Name*

Primary City*

☒ I agree that user is over 13 years old and confirm
[Terms of Service](#) and [Privacy Policy](#)

CANCEL

CREATE

5. Choose an Organization and a User Role to assign.

Admin Permissions



Steve Robinson ● Active
steverobinson@email.com

ORGANIZATION	ROLE	
Federation CJA	Organization Admin ▼	REMOVE
GenMTL		
Hillel MTL		
JCC Montreal	Event Manager ▼	REMOVE

Add Organization



An e-mail will be sent inviting this person to be an Admin of NextGen Detroit

Organization

Choose Organization ▼

Role

Event Creator ▼

The individual will receive an e-mail Inviting them to the organization. Once they accept the invite, they will have Admin access to their organization.