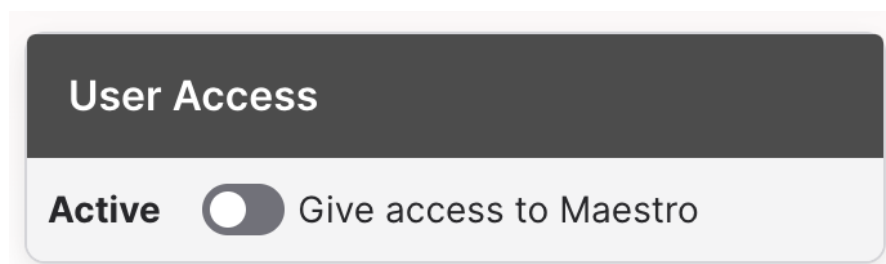


# Adding Users

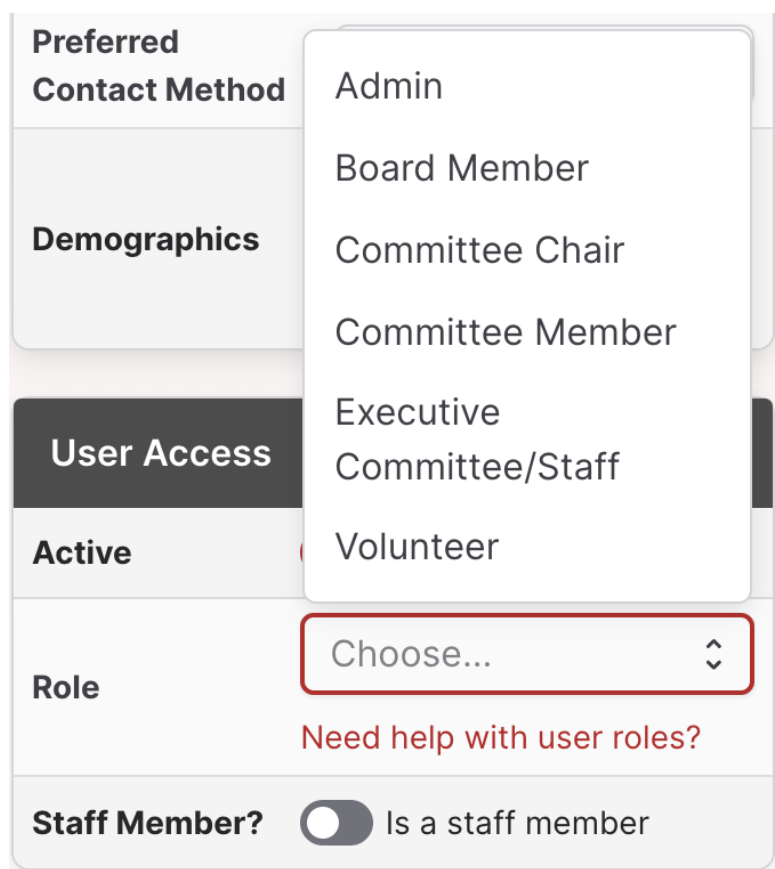
Once a contact is in your Maestro system with a valid (working) email address, you will be able to grant them access.

To provide access, edit their profile, then click the “Give Access to Maestro” checkbox in the User Access section.



The image shows a section of a user profile form titled "User Access". Below the title, there is a label "Active" followed by a toggle switch that is currently turned off. To the right of the toggle switch is the text "Give access to Maestro".

Select their role (use the User Tiers chart to determine the appropriate role) and check the box if they are a staff member.



The image shows a user profile form with several sections. The "Preferred Contact Method" section is at the top. Below it is the "Demographics" section. The "User Access" section is highlighted with a dark header. Below the "User Access" section is the "Active" section with a toggle switch. The "Role" section has a dropdown menu open, showing a list of roles: Admin, Board Member, Committee Chair, Committee Member, Executive, Committee/Staff, and Volunteer. The dropdown menu is highlighted with a red border. Below the dropdown menu is a link that says "Need help with user roles?". At the bottom of the form is the "Staff Member?" section with a toggle switch and the text "Is a staff member".

\*Remember, user roles are not determined by the person’s role in your organization but rather what level of access is required for them in your system.

If you have questions about what each role includes, refer to the [User Tiers Chart](#).

Save their profile and that user will be emailed notifying them that they have been granted access to your system and asking them to create a password.

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