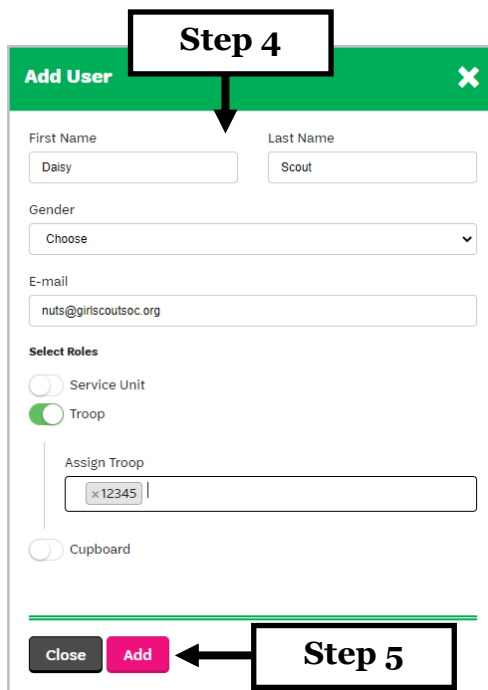
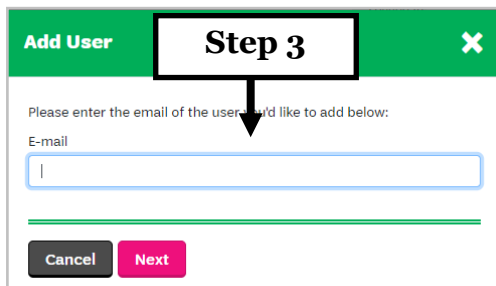
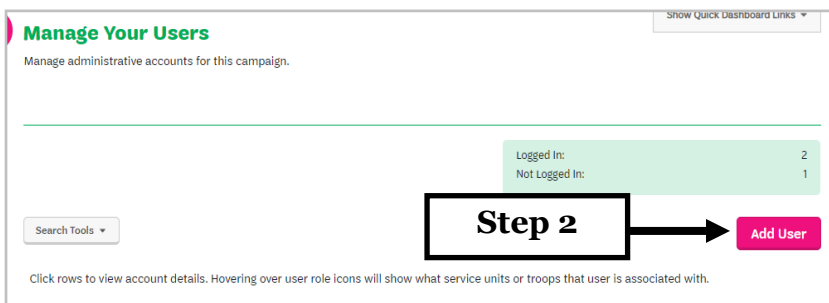
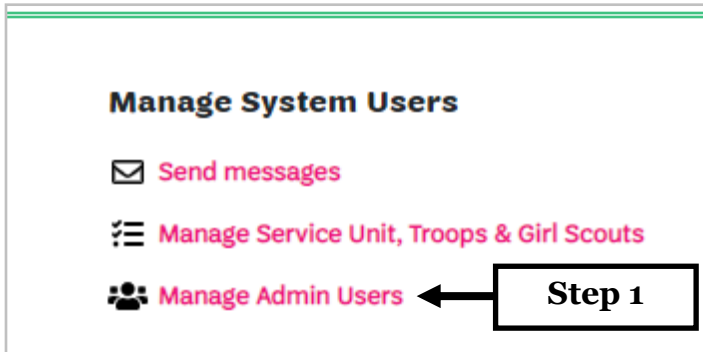


Adding Troop Product Coordinators to M2OS

To add Troop Product Coordinators to M2OS



1. Click on Manage Admin Users on your dashboard.
 2. Click on the pink Add User button
 3. Enter the Users email address and click Next
 4. Add user's information
 - * First & Last Name
 - * Gender
 - * Select Troop for TPC access
 - * Enter the troop number
 5. click the pink Add button
- You will be bounced back to the Manage Your Users home screen. Verify the TPC is now listed.

Things to note:

- Shortly after adding the user they will receive their launch/welcome email.
- If you make a mistake on the volunteer's email you have to delete the user and add them again. To delete, click the X at the end of the row.
- If you click on the user you are able to edit the name, gender and troop assignment only. If you make changes be sure to click the "Update" button at the bottom of the window.

