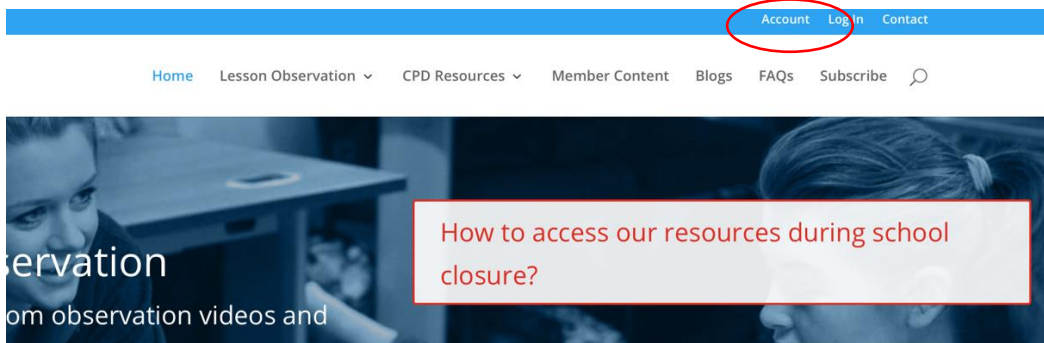


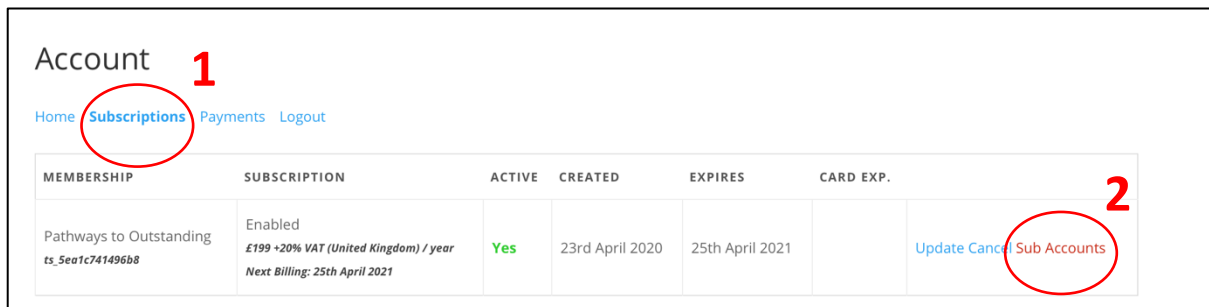
How to give your users access to your membership?

www.videolearning.co.uk

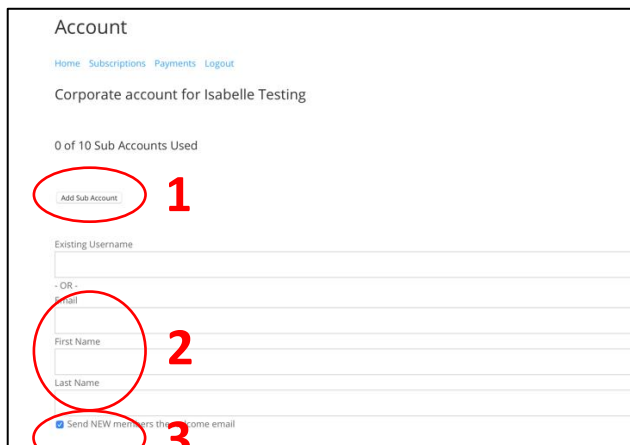
1. Log in. Ignore this step if you are already logged in
2. Click on your 'Account' top right-hand side



3. On the account page, select the 'Subscriptions' tab and then click on 'sub-accounts'



4. Click on 'add sub account'. New fields will appear and you can now add your users' details. Enter their Email address, Name and Surname. If you want them to be notified, make sure to tick: Send NEW members the welcome email. Be aware that if this is not ticked, they will not receive an email with instructions. Click 'Submit'.



5. Repeat this process to add new users. Users can be deleted using the 'remove' button.
At the top of the page, you can see how many accounts you are entitled to and how many have been used.

1 of 10 Sub Accounts Used

Add Sub Account

Search Sub Accounts...

Page 1 of 1 (1 Sub Accounts)

USERNAME	EMAIL	FIRST NAME	LAST NAME	
info@classroomobservation.co.uk	info@classroomobservation.co.uk	Isabelle	Testing 2	Remove

6. You can also upload a CSV file to bulk-add users.

Formatting the Sub Accounts CSV File

The only fields required for the CSV file are (name exactly as written):

- username (you can use the email address as the username)
- email
- first_name
- last_name

Example:

username	email	first_name	last_name
JohnS675	John.smith@yourdomain.com	John	Smith
John.smith@yourdomain.com			

Import Sub Accounts via CSV

(Maximum 200 Sub Accounts per CSV file)

Send NEW members a password reset link (does not email existing members)

Send NEW members the welcome email if they haven't received it already for the membership.

Choose File no file selected Upload CSV