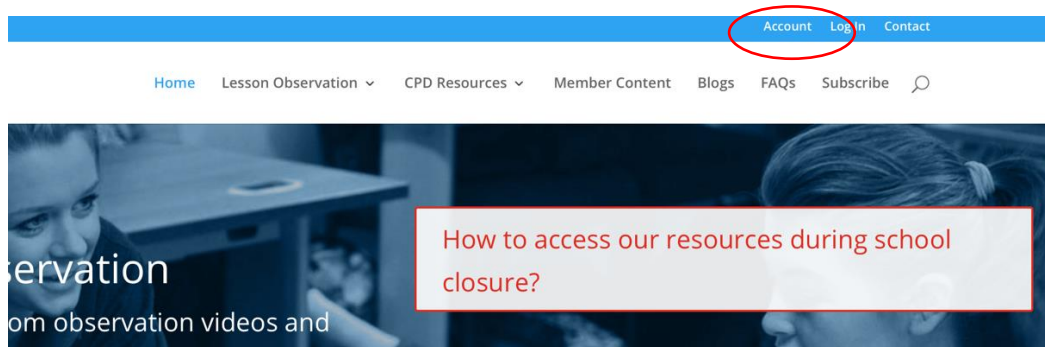


How to give your users access to your membership, but not the downloads?

www.videolearning.co.uk

1. Make sure to let us know that you need this functionality so we can set it up for you. Once it is set up, you can proceed.
2. Log in. Ignore this step if you are already logged in
3. Click on your 'Account' top right-hand side



4. On the account page, select the 'Subscriptions' tab and then look for 'User Access – NO document access' and click on 'Sub Accounts'.

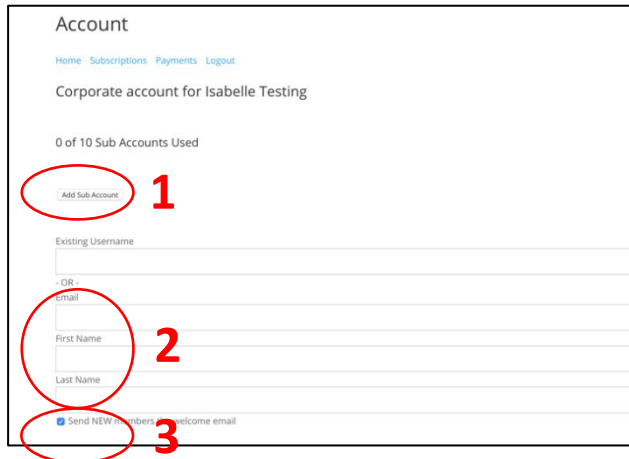


Account

Home **Subscriptions** Payments Logout

MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	EXPIRES	CARD EXP.	
User Access - NO document access <i>mp-txn-Sed92ddb98bd7</i>	None	Yes	23rd April 2020	25th April 2021		Sub Accounts
Pathways to Outstanding <i>ts_Sea1c741496b8</i>	Enabled <i>£199 +20% VAT (United Kingdom) / year</i> <i>Next Billing: 24th April 2021</i>	Yes	23rd April 2020	24th April 2021		Update Cancel Sub Accounts

5. 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'.



Account

[Home](#) [Subscriptions](#) [Payments](#) [Logout](#)

Corporate account for Isabelle Testing

0 of 10 Sub Accounts Used

[Add Sub Account](#) **1**

Existing Username

-OR-

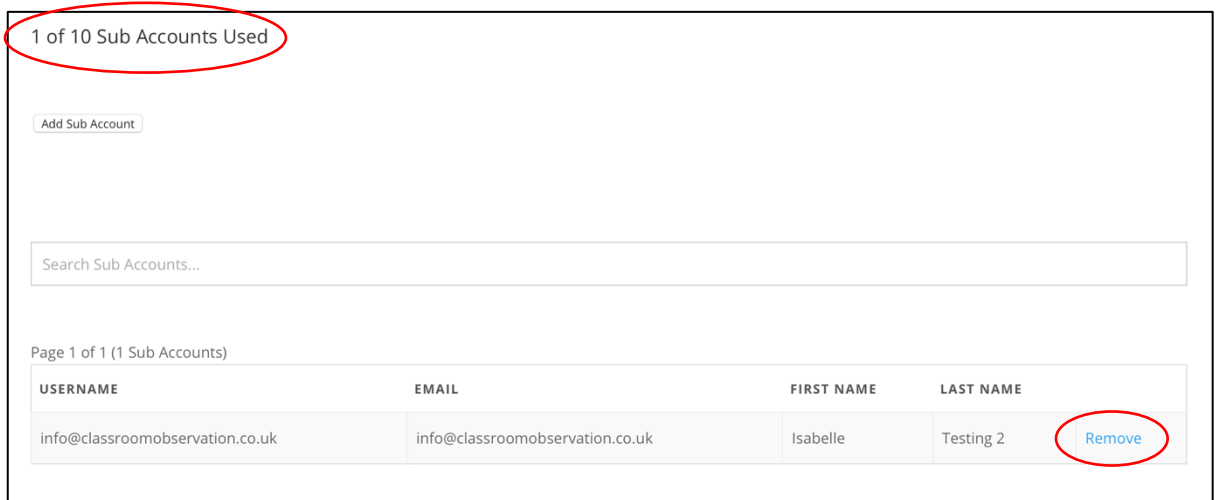
Email

First Name **2**

Last Name

Send NEW members the welcome email **3**

6. 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

7. 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
<i>or</i> 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.

no file selected