Adding Staff Members

If you are an administrator, you can add other administrators (directors, coaches, etc.) and staff members to your group. Below is a breakdown of what each type has access to:

Administrator: Administrators have access to everything a Staff Member has access to but can also: add and remove other administrators/staff members; signup for critique; and upload performance music.

Staff Member: Staff members have access to: view scores, score summaries, and recaps; listen to commentary; and watch uploaded performance videos.

Adding a Staff Member

1. Log into your CompetitionSuite account and select the group you want to manage.

Groups
0001 CST - 0001 (Open)
Group C (Idaho) CST - Group C (Idaho) (World)

2. Click on **Administration**. If Administration is disabled, you are not an administrator of your group. Please contact another administrator or the host organization of your competitions for access.



3. Click on Staff Management.

Group C (Idaho) 🔻						
🔹 Past Events 🛛 💾 Upcoming Events	Registration	o e Ac	dministration			
Group Details	Group De	tails				
Staff Management	N	ame	Group C (Ida			
CompetitionSuite Demo Data			This changes the organizations with			
			Save			

4. Enter your staff member's email address and click Add Staff Member.

Approved Staff Men	nbers			
Matt Becker			demo@competitior	Administrator
	Email Address	designer@competitionsuite.com	Add Staff Member	

5. If appropriate, change the staff member to an administrator.

Approved Staff Members			
Matt Becker	demo@competitio	nsuite.com Administrator	
designer@competitionsuite.com	designer@competitionsuite.com		
jim@competitionsuite.com	jim@competitionsuite.com		
pam@competitionsuite.com	competitionsuite.com pam@competit		
		Set as Staff Member	
Email Address	Add Staff Member	Remove Member	
		Remove Member	

6. Repeat step #4 and #5 for all staff members.