# 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.
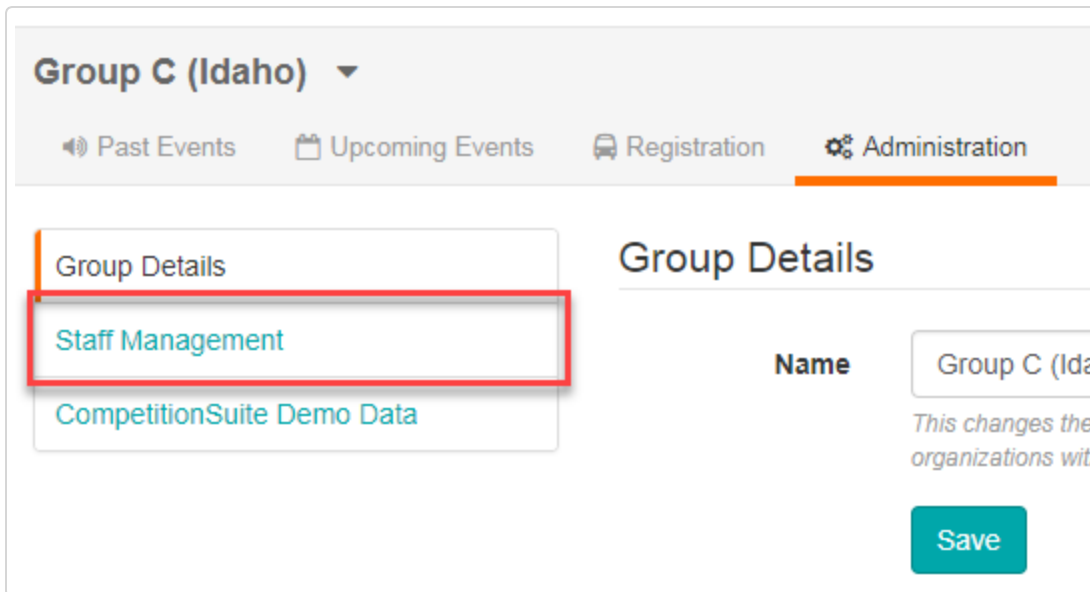
## Adding a Staff Member

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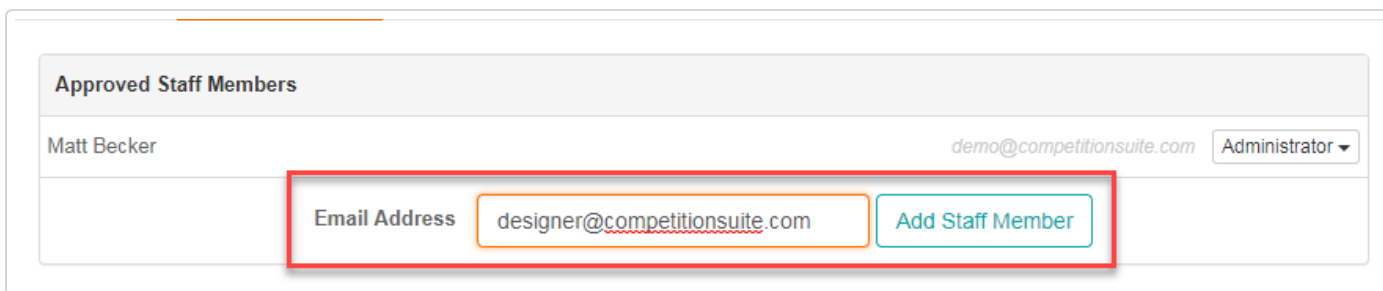


2. Click on **Administration**.  *If Administration is disabled, you are not an administrator of your group.  Please contact another administrator or the host organization of your competitions for access.*
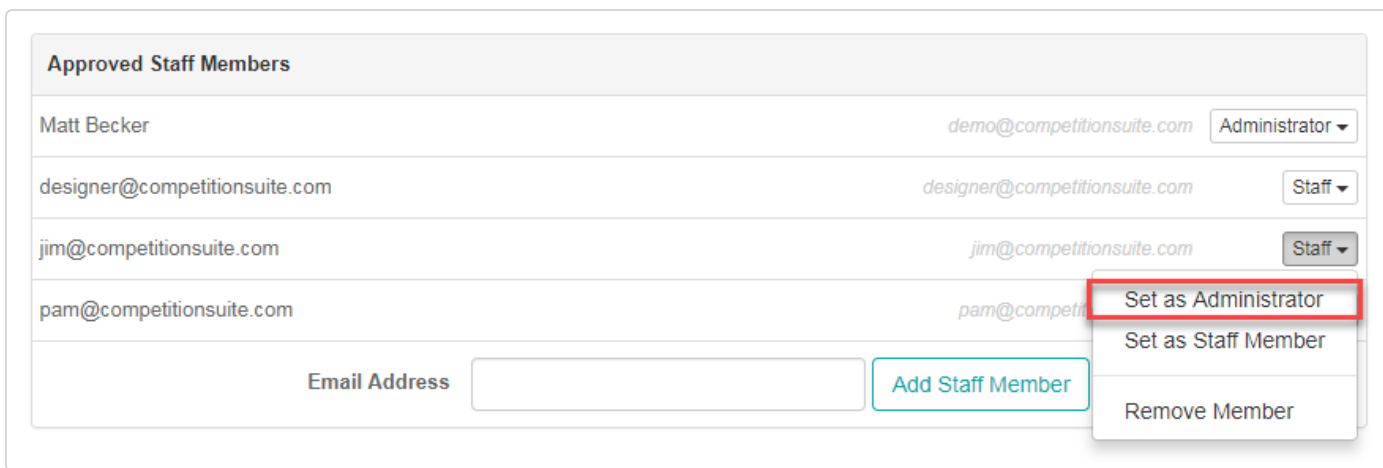


3. Click on **Staff Management**.

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



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



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

✉ *Still need help? Contact Us (/contact)*                    *Last updated on September 11, 2017*