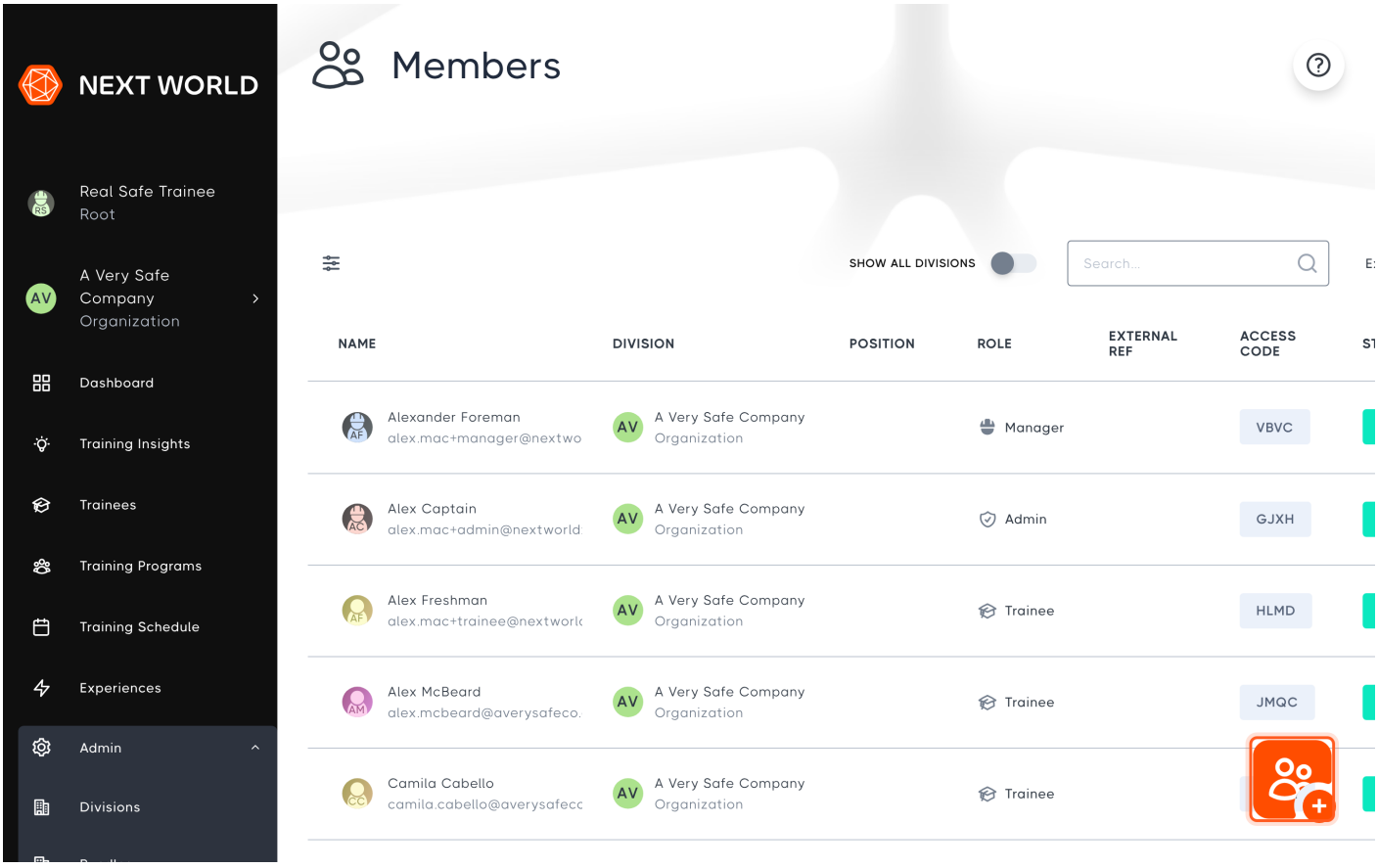
Managing the members of your division

The **Members** page lets you add and edit the members of your organisation, allowing for more detailed team and member management.

How to add a member

To add a new member to your organisation, go to **Admin** > **Members** and select the orange **+** button in the bottom-right corner.



Fill in the following details:

- **Full Name**: the member's full name
- **Email Address** (optional for trainees): lets the member receive notifications and log in to the Platform
- **Division**: the division the member belongs to

- **Role**: what the member can do in the Platform. **Trainees** complete training in the headset, **Managers** schedule trainees and manage training programs, and **Admins** manage the whole organisation, including members, divisions and devices.
- **Position** (optional)
- **External Reference** (optional)
- **Email Reminders**: whether the member receives training reminder emails

MEMBER

Add Member

Fill in the details below to add a new member

DETAILS

FULL NAME

Full Name

Required

EMAIL ADDRESS

example@example.com

Required

DIVISION

Which division does this team member belong to?

AV A Very Safe Company Organization

Required

ROLE

What is this team members role on this platform?

Trainee

Required

POSITION

Which position in the division does this trainee hold?

Position

EXTERNAL REFERENCE

Used for external systems for referencing purposes

Reference

EMAIL REMINDERS

Enables this member to receive email reminders

Cancel

Import Multiple Members

Add Member

When you're done, select **Add Member**. This generates a unique 4-letter access code that the member uses to start training in the VR headset. If they have an email address, they will also be emailed instructions to set up a password for the Platform.

> **Manager** and **Admin** members require an email address, as they will need to log in to the Platform.

How to bulk add members

To add several members at once, select **Import Multiple Members** at the bottom of the Add Member form. You can fill in a line for each member (Full Name, Position, Email, External ID, Training Program and whether they are a manager), using **Add Line** to add more rows, or select **Add from CSV** to import a CSV file. Download the **Example CSV** to see the format to use. When you're ready, select **Import Members**.



How to archive a member

To remove a member, go to **Admin** > **Members**, select the member, and select **Archive** at the bottom of the **Details** tab.

headset

FULL NAME

Alex Freshman

Required

EMAIL ADDRESS

alex.mac+trainee@nextworldxr.com

Required

DIVISION

Which division does this team member belong to?

AV A Very Safe Company Organization

Required

ROLE

What is this team members role on this platform?

Trainee

Required

POSITION

Position

EXTERNAL REFERENCE

Reference

EMAIL REMINDERS

Enables this member to receive email reminders

ARCHIVE

Remove this members from view

Archive

Cancel

Update

Archived members are removed from your member lists and can no longer start training with their access code. If you archive a member by mistake, contact support@nextworldxr.com and we can restore them.

Multiple members cannot have the same email address, even after a member has been archived. If you intend to create a new member with the same email address as an old record, remove the email address from the old record before archiving it, otherwise you will not be able to use that email address again.

FAQ

Q: What is an External Reference?
A: A field where you can add your own reference to a member, for example an employee number or site ID.

Q: Where do notifications go if a member doesn't have an email address?
A: Notifications are forwarded to the manager(s) of any training programs that member is a part of.

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