entertainrr

Adding A New User

The Premium Event Concierge and Marketplace

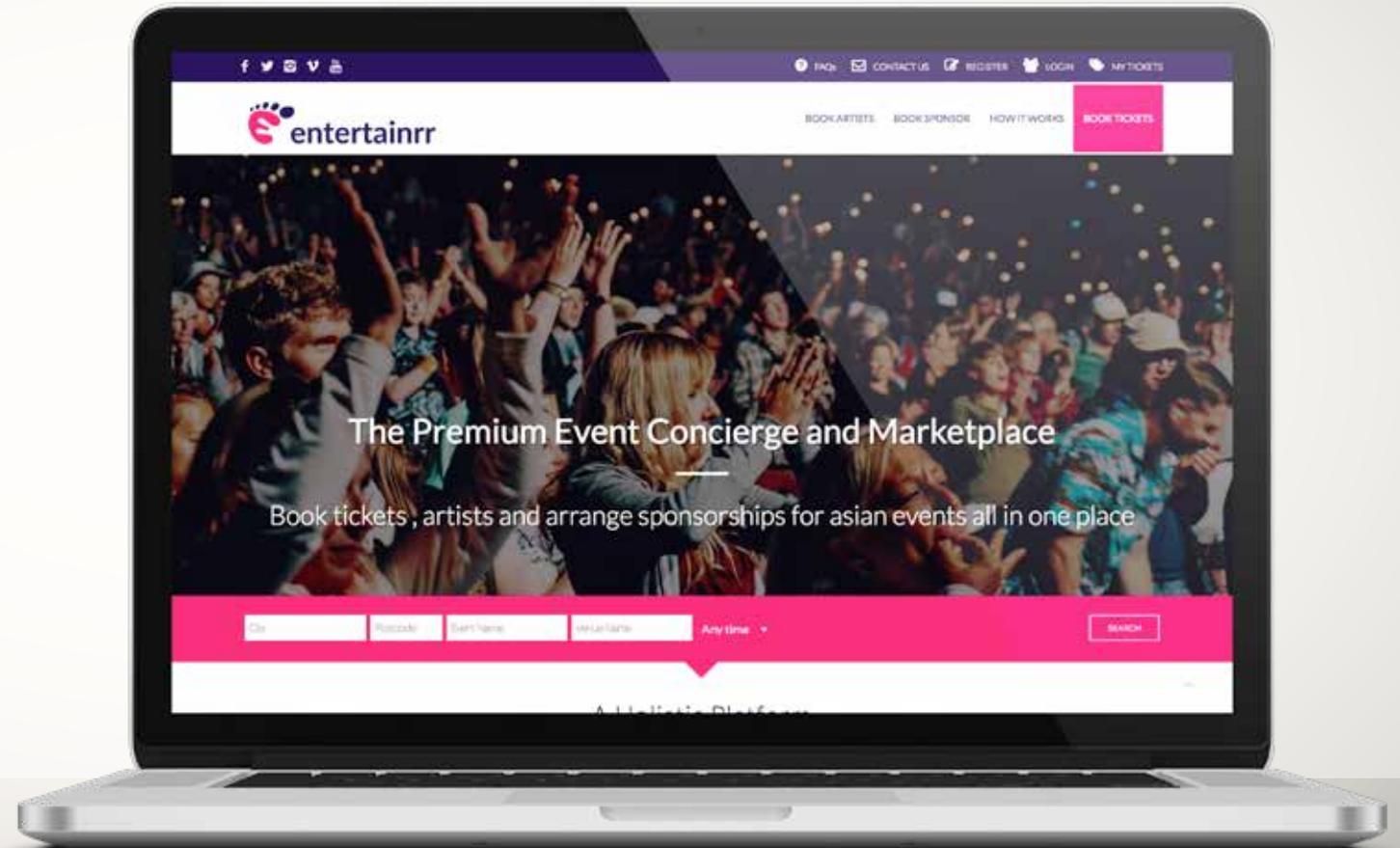Book tickets , artists and arrange sponsorships for asian events all in one place

You will learn how to...
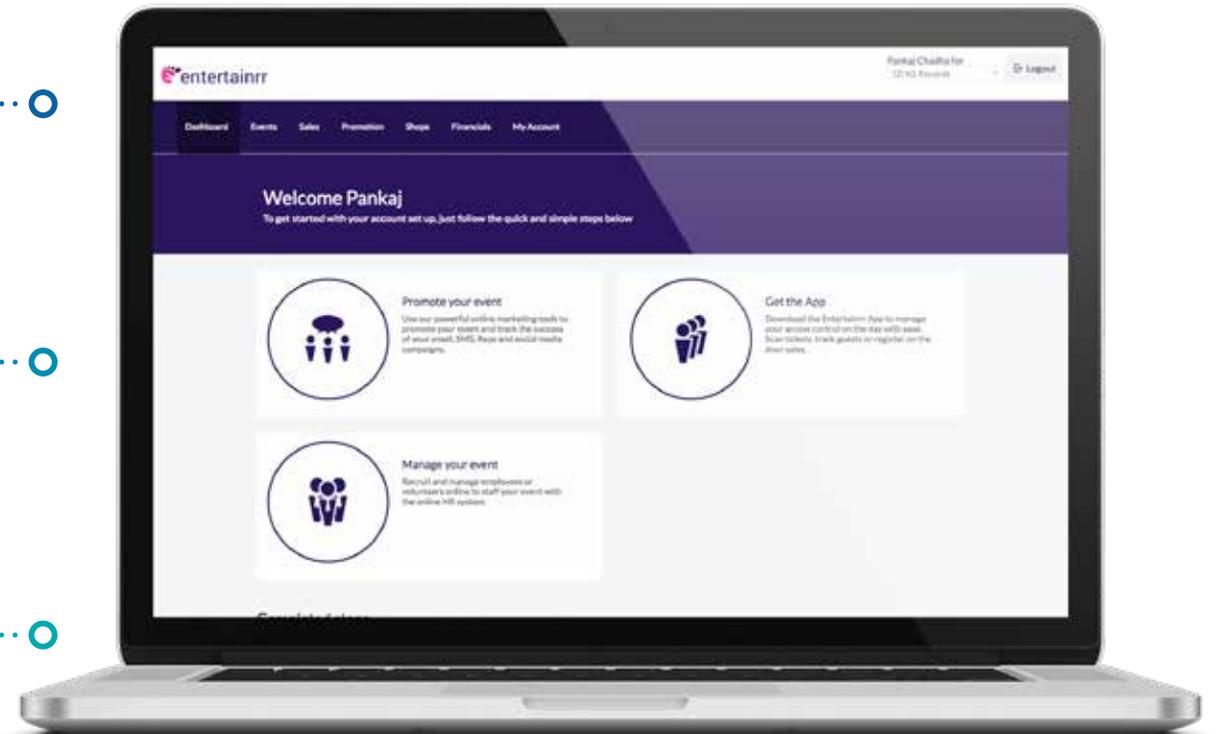
Create a new user type

5 Minutes

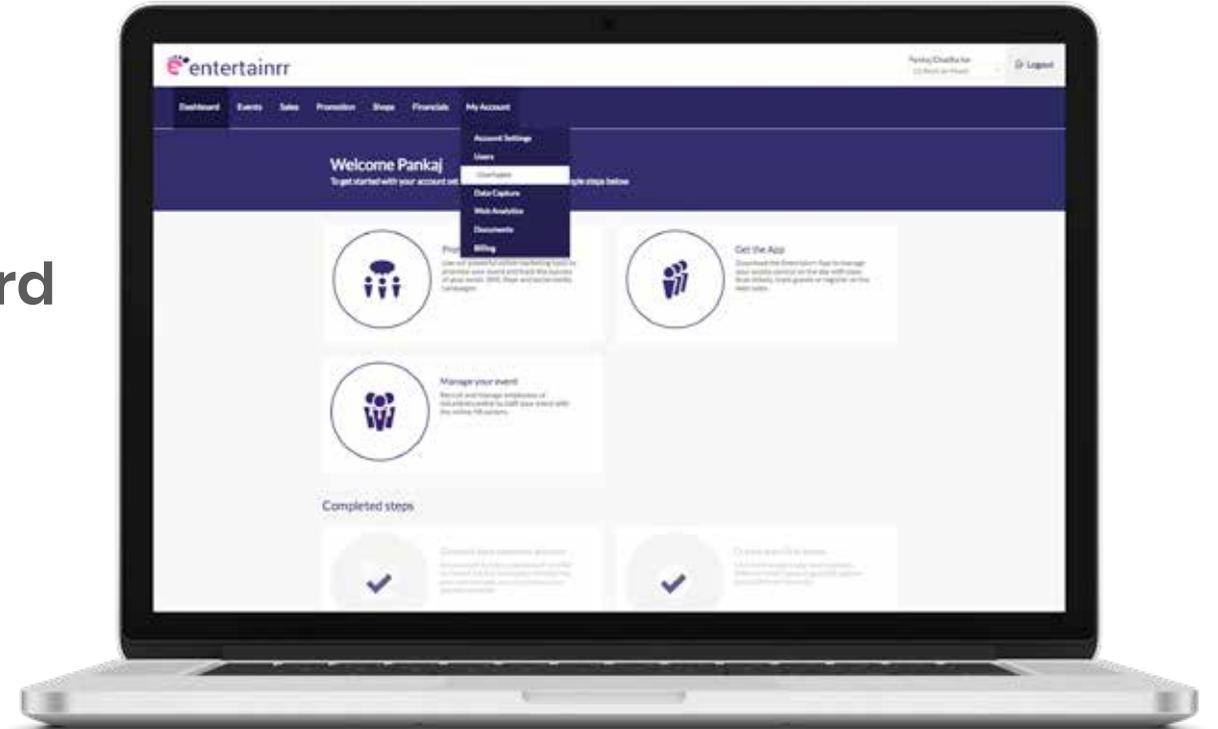**Add a new user**

5 Minutes

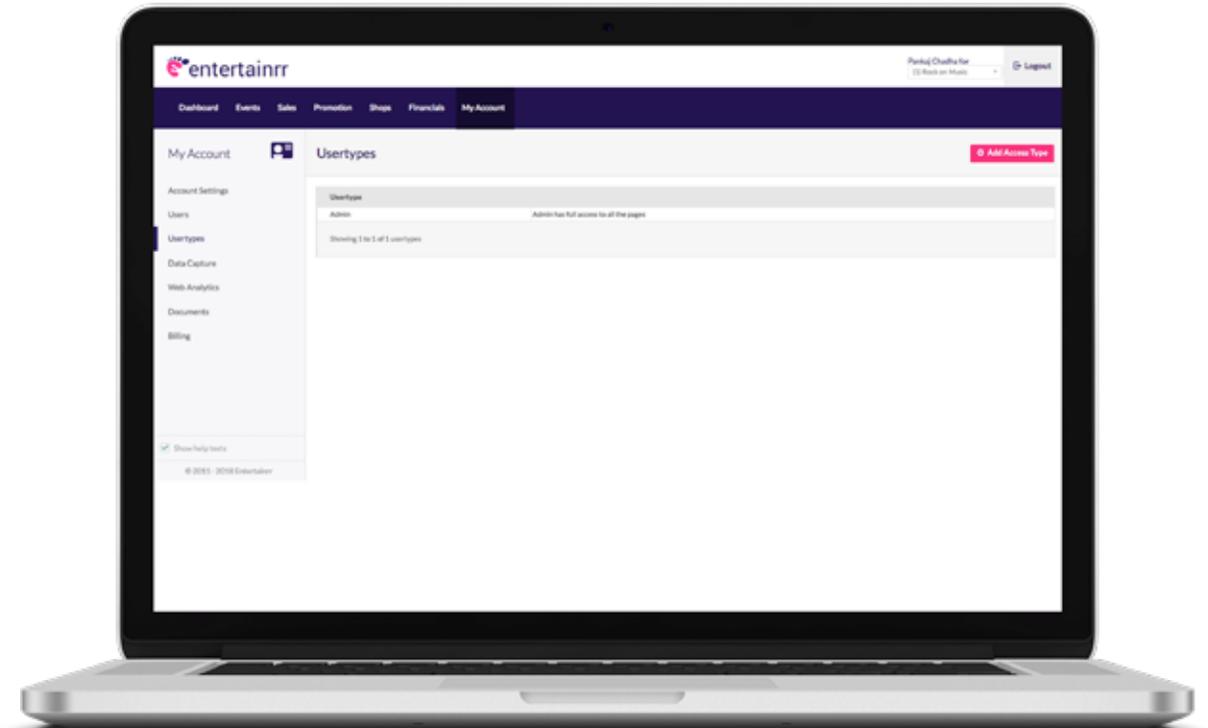**Edit user privileges**

2 Minutes

1. Creating a new user type

- **Log in to the entertainrr dashboard via admin.entertainrr.com**

- **Select My Account > User types**

Already added a new user type?
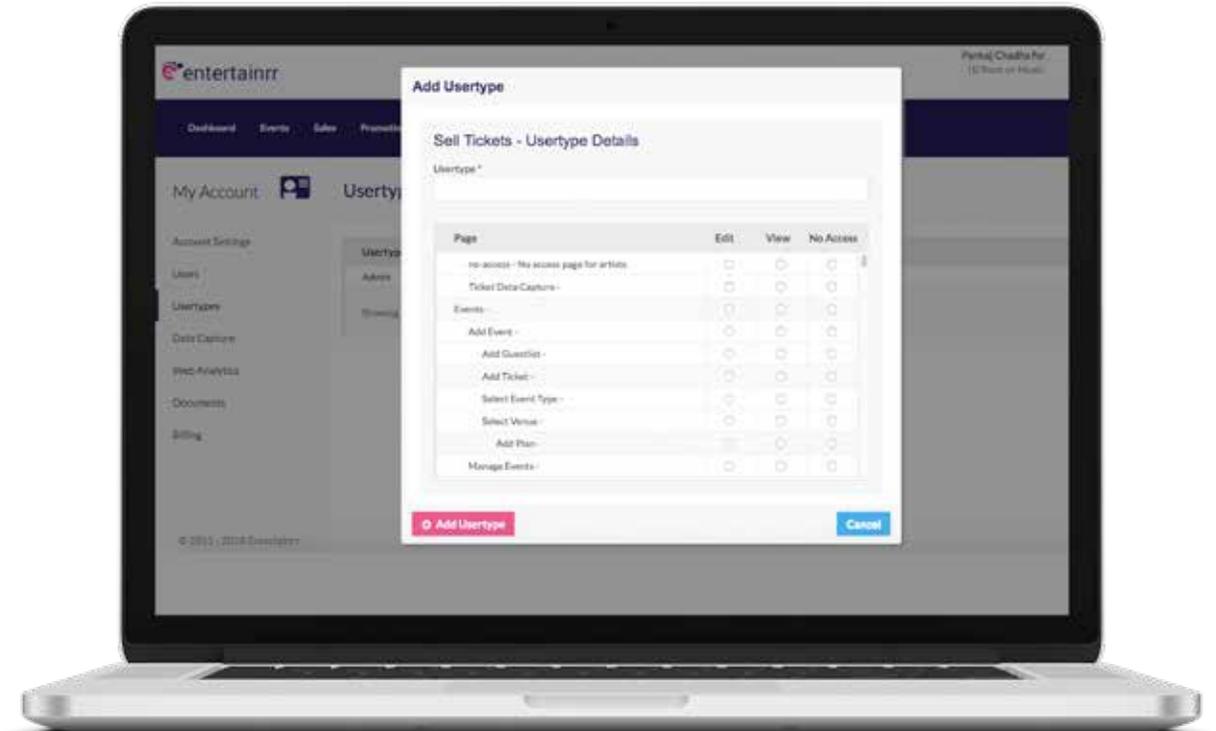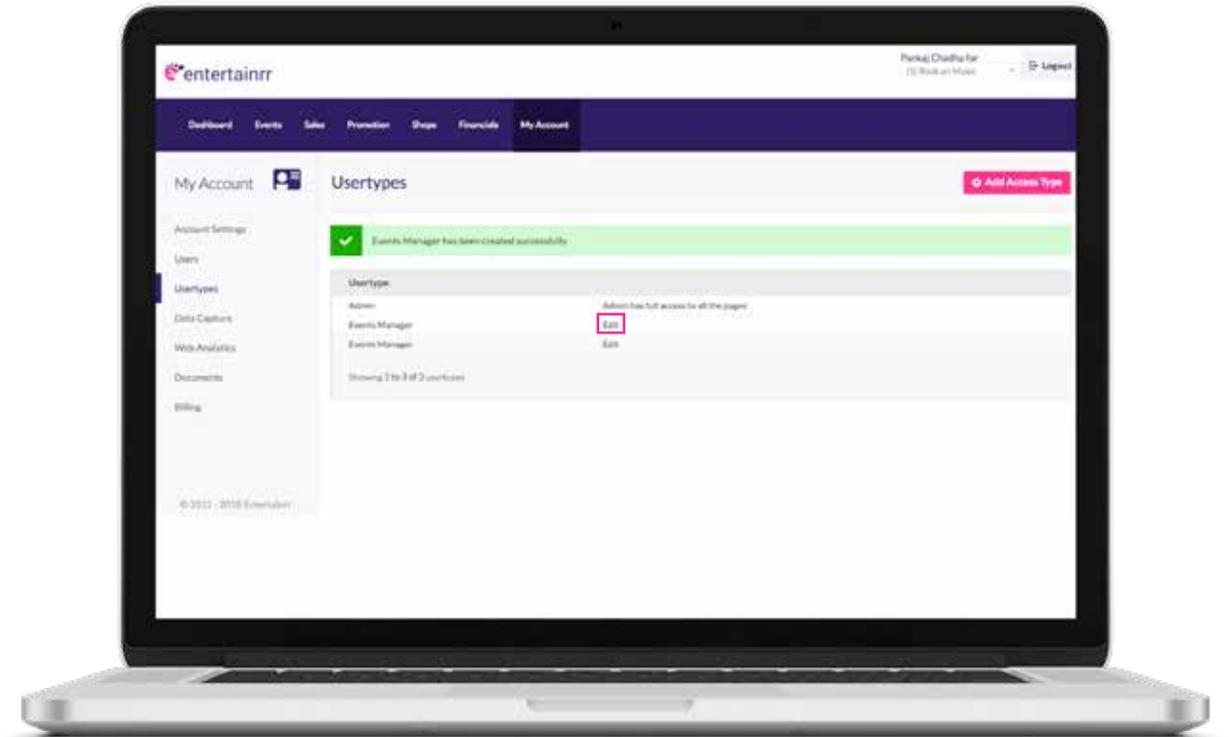
Click here to skip to adding a new user.

Press "Add Access Type"

- **In the pop up box that appears enter a name for your new user type.**

- **Select the privileges you** with this user type to have.
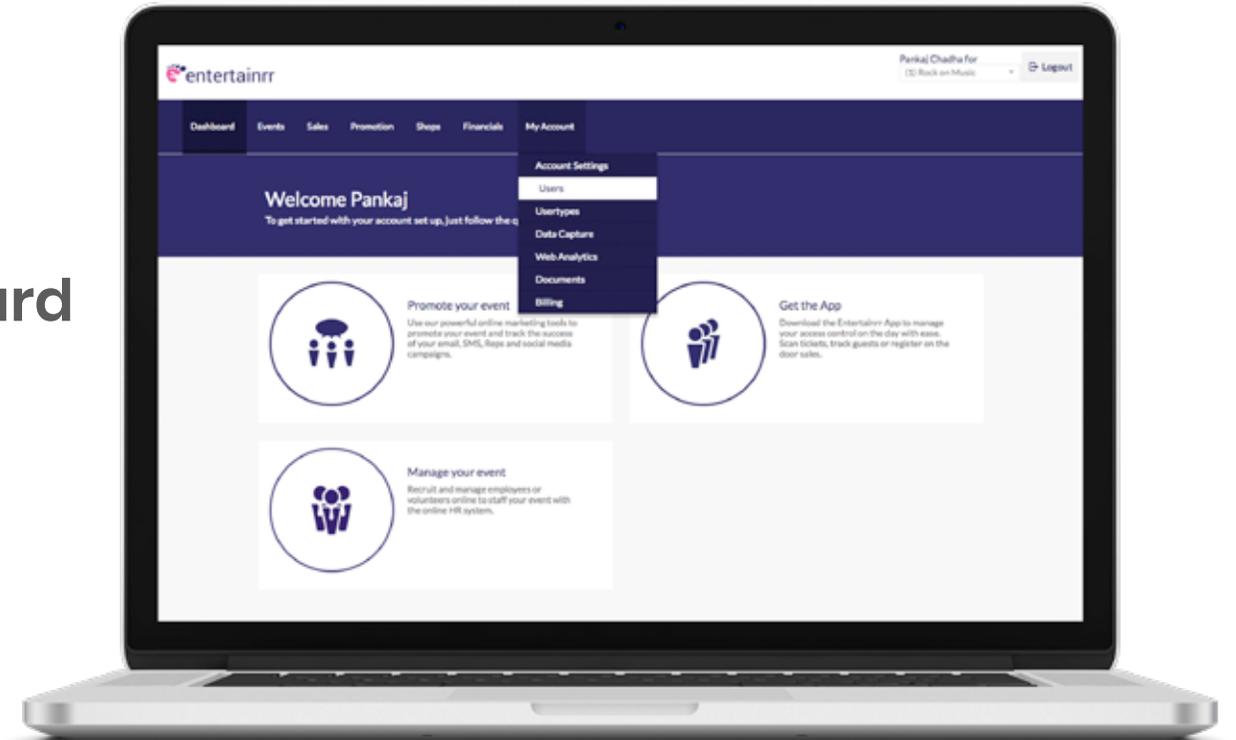
- **When you are finished press "Add User type"**

- **You will then be taken back to the user types page**

- **You should see your new user type listed**

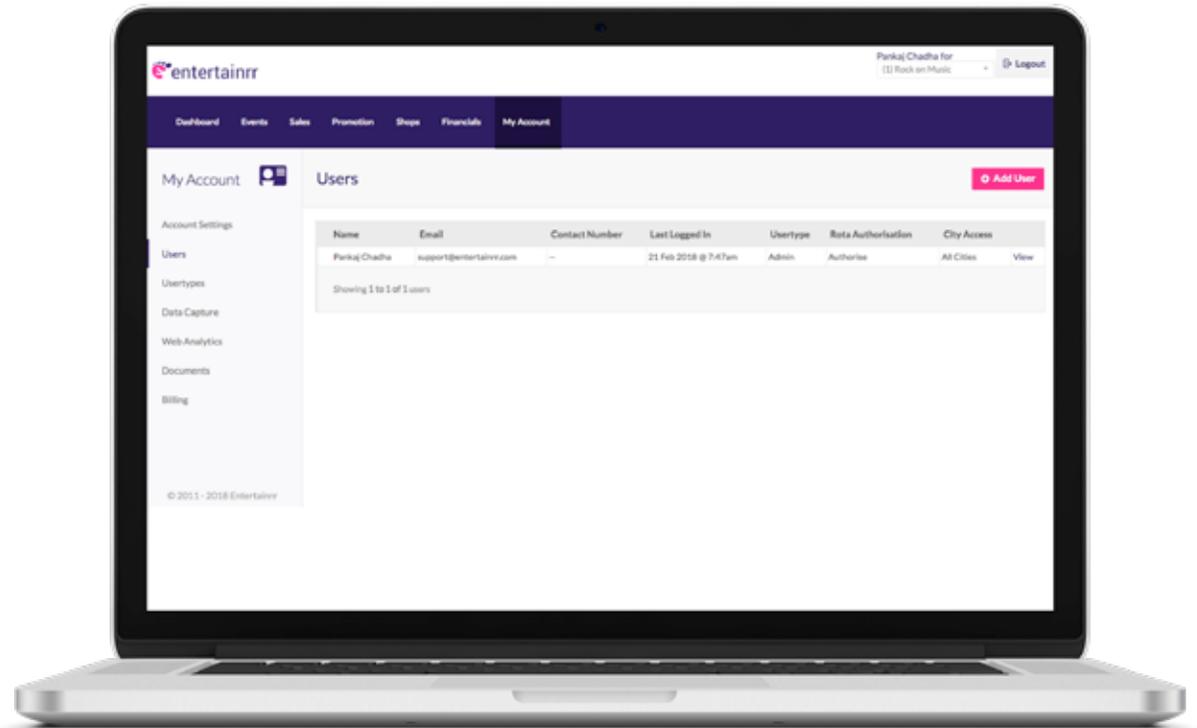- **You can edit permissions of a new user type at any time by pressing edit**
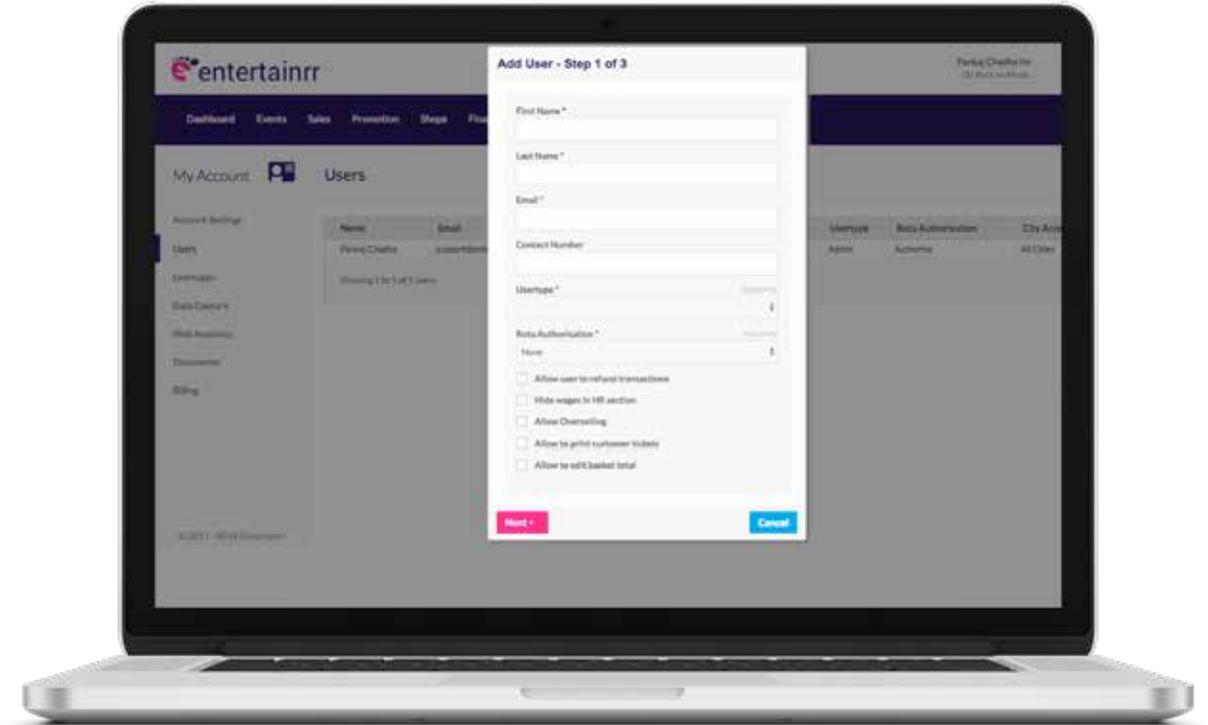
2. Adding a new user

- **Log in to the entertainrr dashboard via admin.entertainrr.com**
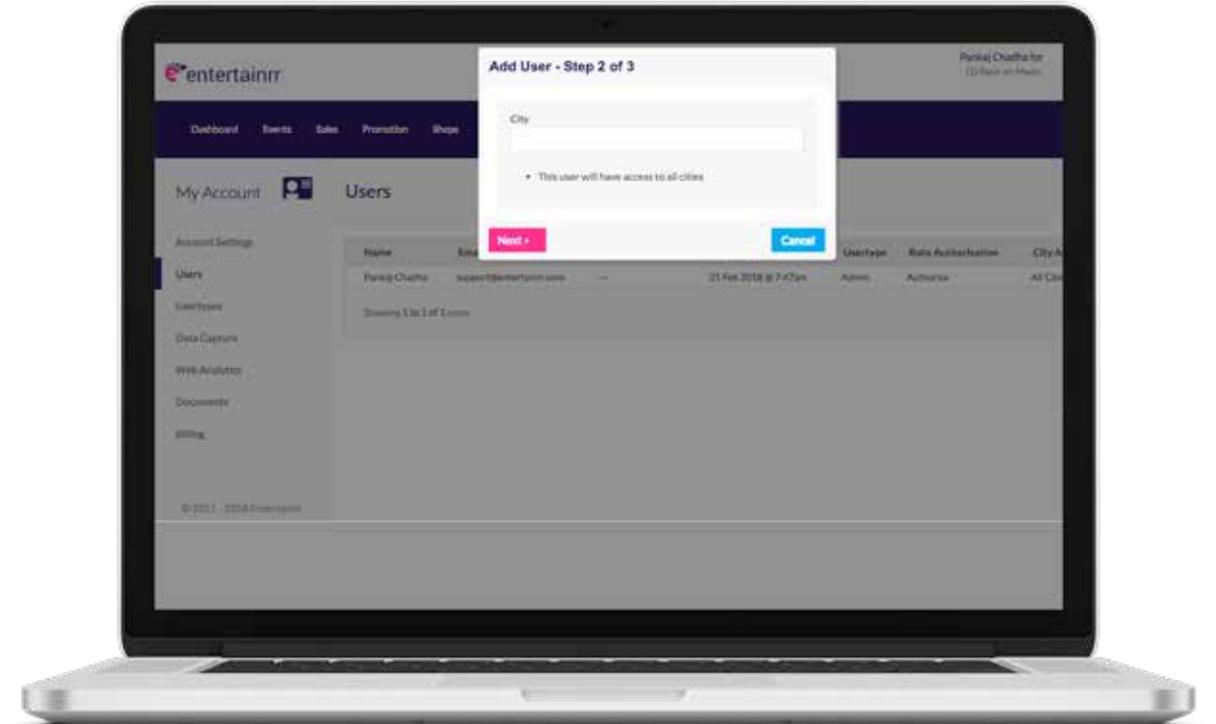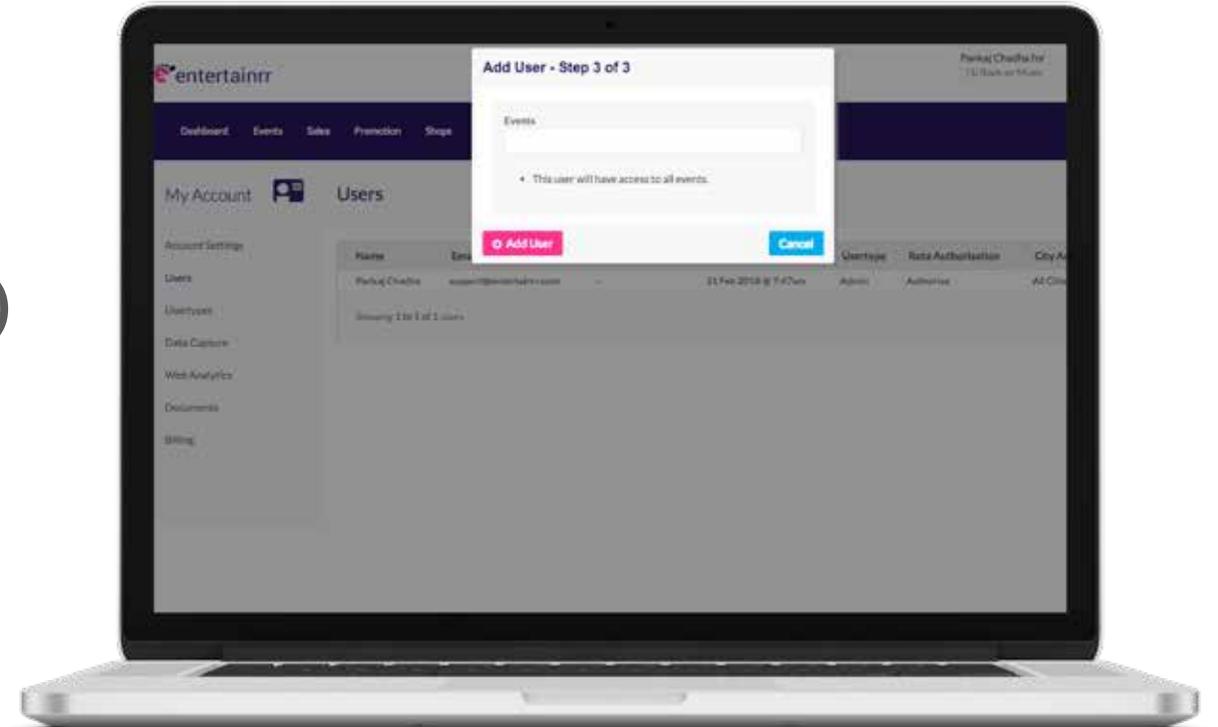
- **Select My Account > Users**

Press "Add User"

- **In the pop up box that appears enter the details of the new user**

- **Select the user type** of the new user

- **Select** any **relevant privileges** for the new user

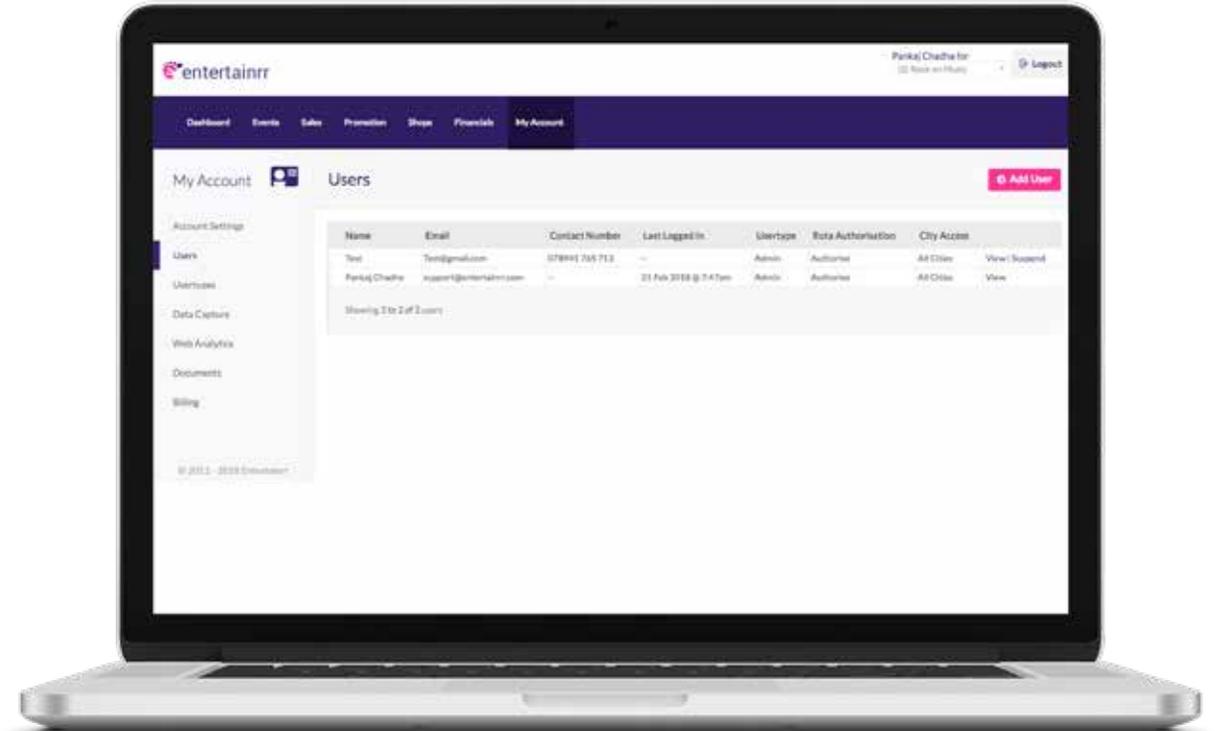 Press **"Next"** to continue

- **Enter the cities** you wish the user to have access to

- (Leave blank if you wish the user to have access to all cities)

- Press **"Next"** when finished

- **Enter the events** you wish the user to have access to

- (Leave blank if you wish the user to have access to all events)

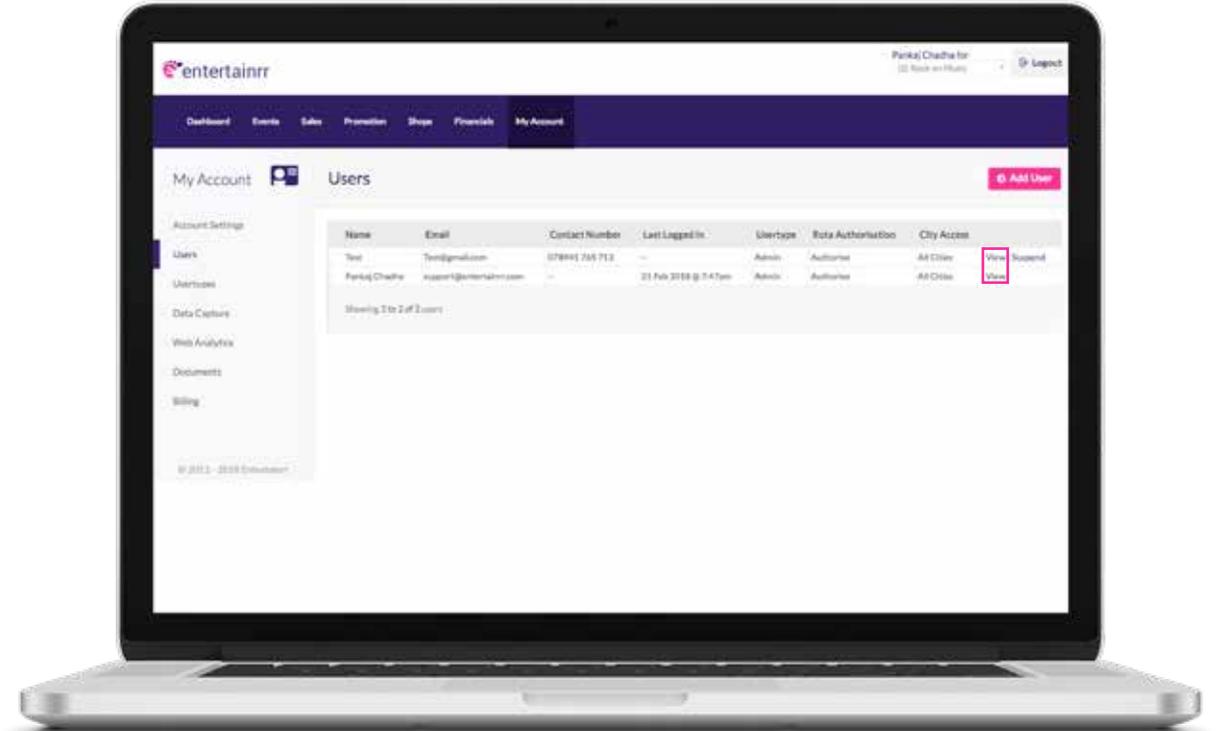- Press **"Next"** when finished

- **That's it!**

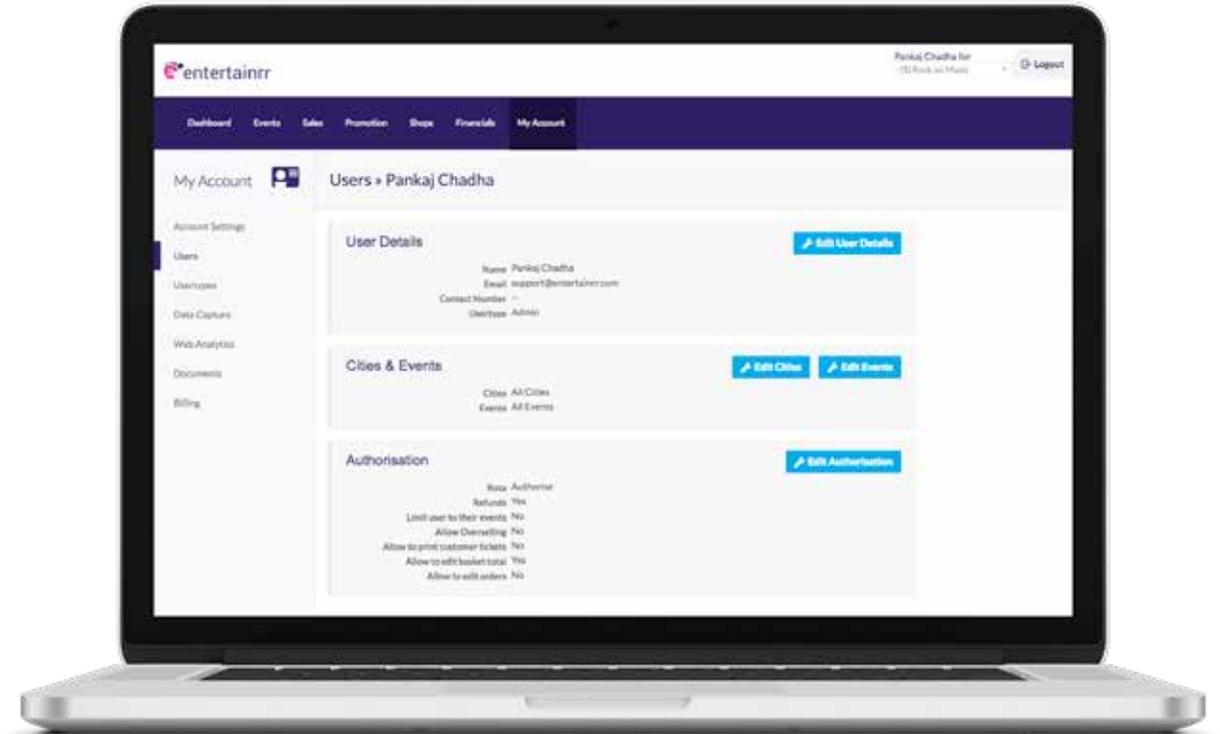- **Your new user will now appear in the users tab.**

3. Editing User Privileges

- To edit a users privileges, press **"View"** next to the name of the user you
- wish to edit

- **You will be taken to the user's profile**

- **Here you can select the details you wish to edit by pressing the relevant button**

- **The menus are the same as in "Adding a new user" so it's easy to edit a users privileges**

Thank You

If you've got any more questions drop us a line or call:

📱 **0800 368 7709**   Mon-Fri (9:30am – 5:30pm)

✉ **support@entertainrr.com**

www.entertainrr.com