

## **YL ACCESS - Adding Staff & Leaders**

### **Adding Your Area Staff**

Log into the main account for your area - most likely the Area Directors.

Click on Contacts in the upper right hand corner of your screen.

Click "Add Admin" button.

Paste all your staff emails in the open window.

Name your distribution list. For example: "Richardson Area Staff"

Click "Send Invitations"

### **Adding Your Area Leaders**

Log into the main account for your area - most likely the Area Directors.

Click on Contacts in the upper right hand corner of your screen.

Click "Add User" button. REMEMBER - All volunteers will be added as "Users" only.

Area Directors add all ALL leaders from their area.

Name your distribution list. For example: "Richardson Area Leaders"

Click "Send Invitations"

### **Sharing Your Distribution Lists with Other Staff in the Area**

Click on the name of your Area Distribution List.

Click the orange "Edit and Share Options" in the top right corner of the screen.

Click "share list."

Search for names of staff you want to share the area list. They must have an account with YL Access.

Click the box to allow them to edit distribution lists.

Click "save."

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### Creating Team Lists From Your Area Distribution List

Click on “Add Distribution List”

Name your new list and add anyone you want to share it with. (Area Director, Admins)

Click “Save.”

Click on your Area Distribution List (All leaders from your area you added earlier)

Click the box next to the names of the leaders you want to add to a team list.

Those names will show up in the far right box in a list. Click “edit lists”

Click the box next to the new distribution list you want to add them to.

Keep the Area List checked as well and click “Save”.