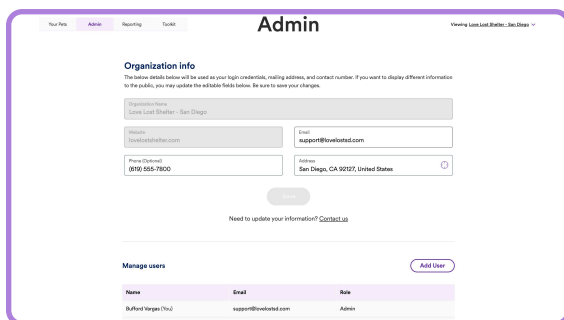


Guide to Adding and Managing Users on Your Account

You can now add multiple team members and volunteers to your Petco Love Lost account. And if your organization has multiple campuses, you can manage users by campus and allow them to easily switch views.

Adding a new user

- 1 Log in to your Petco Love Lost account.
- 2 Navigate to the **Admin** tab, and scroll down to the **Manage users** section.



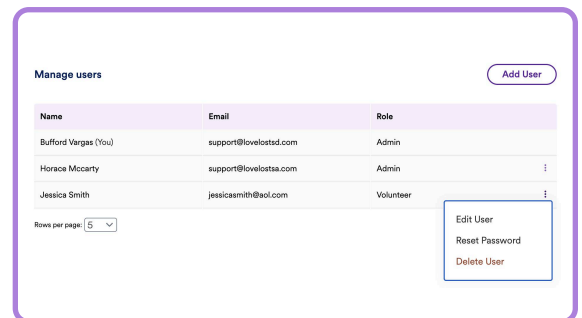
The screenshot shows the Admin page with the 'Organization info' section at the top, which includes fields for Organization Name, Email, Phone Number, and Address. Below this is the 'Manage users' section, which has an 'Add User' button and a table with columns for Name, Email, and Role. The table currently contains one entry: 'Bufford Vargas (You)' with email 'support@lovelostsd.com' and role 'Admin'.

- 3 Click on the **Add User** button to enter their information and assign that new user a role.

New users will receive an email inviting them to set up a password for their account.

Managing existing users

- 1 From your **Admin** tab, scroll down to the **Manage users** section and click on the three dots next to a user's name.



The screenshot shows the 'Manage users' section with a table of users and an 'Add User' button. The table has columns for Name, Email, and Role. The users listed are: 'Bufford Vargas (You)' (Admin), 'Horace Mccarty' (Admin), and 'Jessica Smith' (Volunteer). A dropdown menu is open next to the 'Jessica Smith' row, showing options: 'Edit User', 'Reset Password', and 'Delete User'.

Name	Email	Role
Bufford Vargas (You)	support@lovelostsd.com	Admin
Horace Mccarty	support@lovelostsa.com	Admin
Jessica Smith	jessicasmith@sol.com	Volunteer

- 2 From here you can choose to either edit the user's information, send them a password reset email, or delete this user from your account.