

HOW TO

Allow staff members at your agency to view members only content on headstartca.org

The new headstartca.org website contains members only content that is only visible after you login to an active account. If staff members at your organization want to view member content then these are the steps you'd take to create an account for them.

1) Login to your account and click the "manage staff" button from the dashboard.

The screenshot shows the user's account dashboard. At the top, there are navigation links for 'JOBS @ HEADSTART', 'FIND A HEADSTART', 'MEMBERSHIP', 'JOHN, MY ACCOUNT', and 'LOGOUT'. Below this is the 'Head Start CALIFORNIA' logo and a main navigation menu with 'Advocacy', 'Learning', 'What's New', 'Resources', and 'About'. The main content area is divided into three sections: 'Latest Member News' with two bookshelf entries, 'Upcoming Event' with a photo of a large group of people at a table, and 'Your Head Start Account'. The 'Your Head Start Account' section shows the renewal date as 'June 30, 2019' and the program name as 'ABC Kids Program'. Below this, there is a 'Jump to...' section with four buttons: 'MANAGE STAFF', 'MEMBERSHIP', 'ADDRESSES', and 'MY DETAILS'. A pink arrow points from the 'MANAGE STAFF' button to the next step.

2) Click the "add staff" button to enter the staff members information and send them an invite.

The screenshot shows the 'Program Staff' management page. On the left is a 'MY ACCOUNT' sidebar with links for 'Dashboard', 'Orders', 'Downloads', 'Addresses', 'Account Details', 'Program', 'Membership', and 'Logout'. The main content area has a 'Program Name' section with a text input field containing 'ABC Kids Program' and an 'Update Name' button. Below that is the 'Program Staff' section, which includes a description: 'Allow staff members at your agency to view members only content on headstartca.org' and instructions on how to add staff. A table lists the current staff member: John, Owner. A green 'Add Staff' button is highlighted with a pink arrow.

3) The add staff form will open. After entering the details you can send an invite.

The screenshot shows the 'Add Staff' modal form. It has a blue header with the title 'Add Staff' and a close button. The form contains three input fields: 'First Name', 'Last Name', and 'Email', each with a small airplane icon on the right. Below the fields is a green 'Send Invite' button. The background shows a blurred view of the 'Program Staff' table.

4) The staff member will receive an email with a link to accept the invitation and create a password for their account.