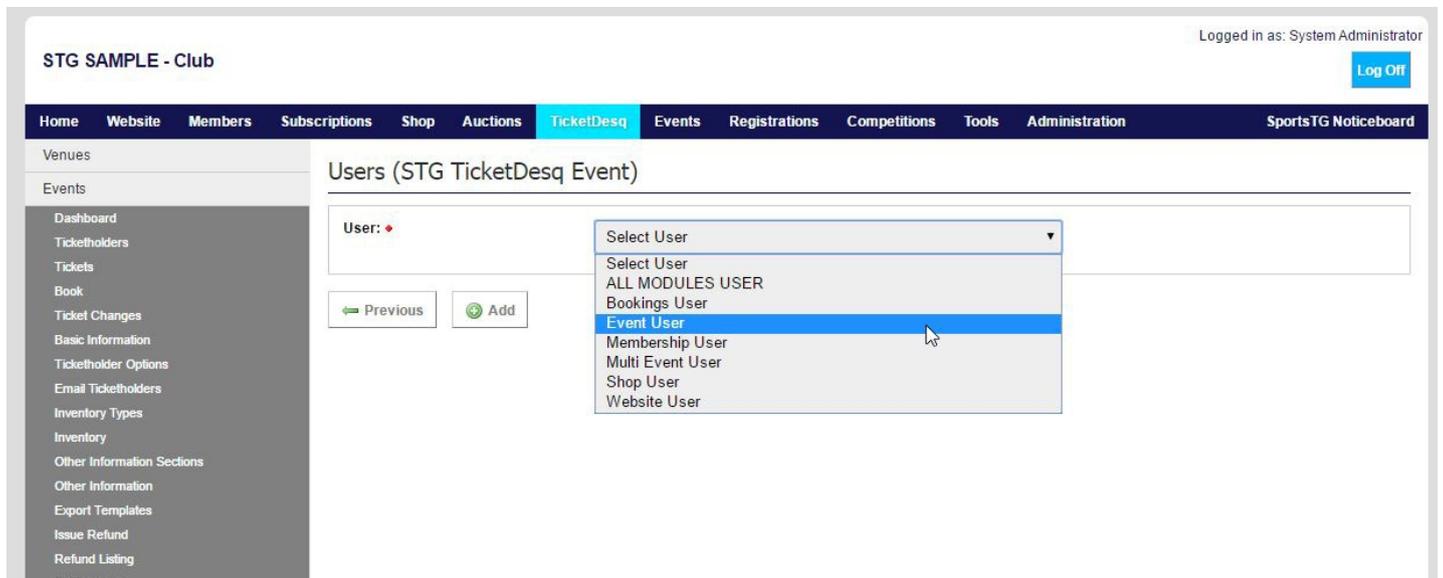


# 8. Adding A User

Last Modified on 21/09/2016 9:59 am AEST

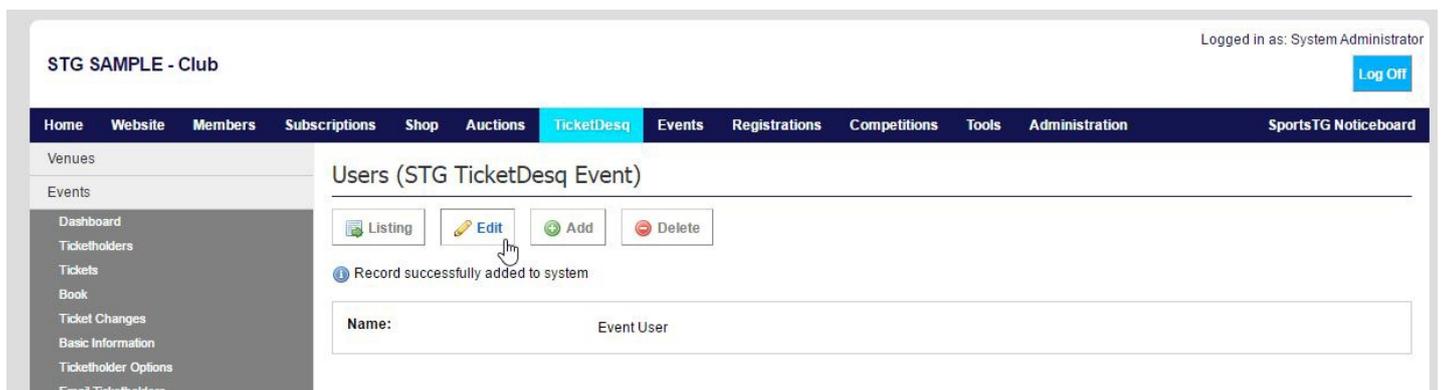
## Quick Steps: Go to TicketDesq > Users > Add

1. Within the Management Console, select **TicketDesq** from the top menu, then select the event.
2. Select **Users** from the left menu.
3. Click **Add** at the top of the page.
4. Select the user from the drop down list. The user list is populated from the system's list of users that can be found in [Administration > Users](#)



## 5. Click Add.

## 6. Once the user has been added, click the Edit icon to set the permissions for the user



## 7. Using the radio buttons, you can give access to specific side bar menu options (set to

Yes) and remove access to others (set to No).

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website Members Subscriptions Shop Auctions **TicketDesq** Events Registrations Competitions Tools Administration SportsTG Noticeboard

Venues

Events

Dashboard  
Ticketholders  
Tickets  
Book  
Ticket Changes  
Basic Information  
Ticketholder Options  
Email Ticketholders  
Inventory Types  
Inventory  
Other Information Sections  
Other Information  
Export Templates

### Users (STG TicketDesq Event)

<b>Name:</b>	Event User
<b>Dashboard:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Ticketholders:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Tickets:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Book:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Ticket Changes:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Administration:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No

8. Click Save.

## Related Articles

[template("related")]