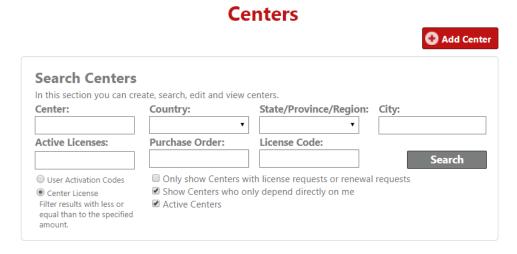
## **Adding a Center Administrator**

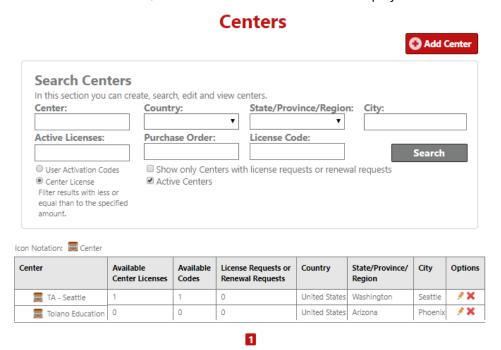
This document explains how to add a center administrator.

You can manage a center at the Client Manager, Distributor, Reseller, and Hub administrator levels.

- Step 1: Log in to <u>Jasperactive</u>. If necessary, select an administrator role from the Role menu.
- Step 2: Click the **Centers** option in the panel to display the Centers page.

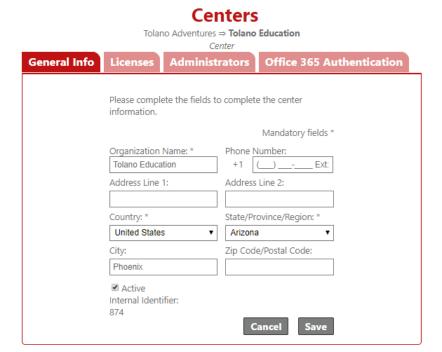


Step 3: Enter criteria if desired, then click the **Search** button to display the results.



Step 4: In the search results table, locate the row for the center for which you want to add an administrator, and in the **Options** column, click the (pencil) icon.

The General Info window appears.

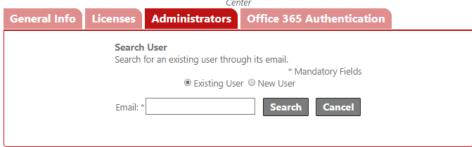


Step 5: Click the **Administrators** tab to view the current center administrators.



Step 6: Click the **Add** button. The Search User options appear.

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Step 7: You can search for an existing user or add a new user. The table below outlines each option.

## Search for an Existing User

- 1. Click the **Existing User** radio button.
- 2. In the **Email** field, enter the email address of the person to whom you want to assign the administrator role.
- 3. Click **Search**. If the email address is already registered in the Jasperactive system, the user information will appear.

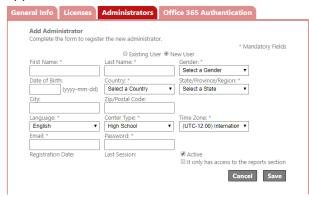


4. Click the **Add** button to designate this person as the Center Administrator.

A notification bar appears and the Administrators table appears indicating the administrator was successfully added.

## Add a New User

1. Click the **New User** radio button. The Add Administrator screen appears.



Complete the form as directed and then click Save.
 A notification bar appears and the Administrators table appears indicating the administrator was successfully added.



To add another administrator, click the **Add** button.

To view or edit an administrator's information, locate the row for the administrator you want to access, and in the **Options** column, click the (pencil) icon.

To delete an administrator, locate the row for the administrator you want to delete, and in the Options column, click the X icon.

To disable a user's account, locate the row for the user you want to make inactive, and in the **Active** column, click the checkbox to deselect it. When a user is made inactive, the user account and all associated roles are disabled and the user can no longer log in to Jasperactive.

Please use extreme caution before disabling user accounts by making them inactive.

To return to the main Centers page, click the **Return** button.

If you need further assistance, contact Jasperactive Support (<a href="http://support.jasperactive.com/">http://support.jasperactive.com/</a>) or call them at (800) 668-1669.