

## Adding a New User to Your Group

At some point you may need to add one or more users to one of your groups. This document will cover the step-by-step process to adding new users to your group.

### Requirements

Adding a new user to your group comes with a few requirements you must be aware of:

- You must have the role of Owner or Admin of the group you are inviting other users to. (For more information on Roles, see the tutorial [Overview: Groups and Roles](#))
- The user(s) you are inviting must already have an active account on [ignitorlabs.com](https://ignitorlabs.com)

### Options for Adding New Users

There are two ways to add new users to your group; send them an invitation, or send them the Group Access Code.

#### Inviting New Users:

This is a more personal way to invite one member at a time to your group.

1. To invite a new user to your group, begin by logging in and navigating to your Manage Profile section.
2. Next, click on the Groups tab and go to the section labeled Active Groups. In the groups list, locate the group you want to invite a new user to. Click the 'Details' button for that group.
3. In the section labeled Invite New Member, enter the email of the user you want to invite in the text field. Click 'Invite'
4. A pop-up will appear letting you know if the invitation was successfully sent.

A notification will be sent to that user's account which contains your invitation. The notification will also have an 'Accept' and 'Decline' button. If the user clicks 'Accept' they will be added to the group. The user will now be listed in the Group Members list. Your group will also appear in their Active Groups list.

#### Group Access Code:

This method is better for bulk invitations to several users. It is a special code that any user can enter into a special field in their Groups tab to instantly join your group.

1. To locate your Group Access Code, begin by logging in and navigating to your Manage Profile section.
2. Next, click on the Groups tab and go to the section labeled Active Groups. In the groups list, locate the group you want users to join. Click the 'Details' button for that group.
3. In this Group Details window, locate the Group Access Code section. In the Access Code field, you will see this group's code.
4. You can distribute this code in whatever method of communication you prefer to send it to as many users as necessary.

This code has no expiration date. However, if you change the code, any previous codes will no longer work and you will have to resend the code to any prior invitees who have not yet joined. Once your prospective members use the code, they will instantly be added to the group. The user will now be listed in the Group Members list. Your group will also appear in their Active Groups list.

### A Note About Subgroups

Any user joining a subgroup automatically joins the main group. This is because all subgroups are an extension of the main group. If you do not want a user to be part of your main company group, you should not invite them to any subgroups associated with the company. For more information on groups, see the tutorial: [Overview: Groups and Roles](#).