

Add New Users

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Register users can be created and added to a campaign in several ways. This can be done themselves or with the assistance of an Admin.

Self-register options

1. Register Now on the Home page.
2. Purchasing a ticket from the campaign Order Form or having an attendee confirm.
3. Texting the Keyword to 76278.

Added by an admin

1. Create a new user on the campaign.
2. Bulk [Importing Users from a Guest List](#).
3. Check-in at registration.

Watch a video

Create a new user

If a cell phone number or email address is provided, the new user will automatically receive a Registration email and/or text message which includes a link to the campaign.

Note: If the new user is assigned an admin role, their registration email will include details to complete their account setup and locate training.

1. From the 'Users' container within the dashboard, click the 'More' button ("...").
2. Click on 'Create New User'.
3. Enter the user's first and last name.
4. If the user has a valid cell phone number, enter.
 - If the user's cell phone number is not provided, select 'Add User Without Phone'.
5. If the user has a valid email, enter.
6. Add a [bidder number](#) or [custom fields](#), if applicable.
7. Select the proper 'User Role'.
 - For additional information on user roles, visit [User Permissions](#).
8. Click 'Register User'.

Dashboard

SETUP

- Settings
 - Design
 - Pages
 - Users
- WAYS TO FUNDRAISE
- Donation
 - Auction
 - Items for Purchase
 - Tickets
 - P2P (Champions)

Help

Dashboard

Hope for a Cure
9/10/2021 6:00 pm

\$46,125.30

TOTAL REVENUE

Live Activity

SITE

Website URL: Gala2021.givesmart.com
[Share](#)

SMS: text Gala2021 to 76278

Site Status: Live

Site ID: 52827

Visit the [Design Center](#) to customize your home page.

USERS

17 CHECKED IN | 159 TOTAL USERS

TYPE	CHECKED IN	TOTAL
Campaign Assistant	0	1
Campaign Admin	0	4
GiveSmart	0	45
Volunteer	0	1
Donor	17	108

► SETTINGS

ITEMS

63 TOTAL ITEMS | 21 ITEMS - NO ACTIVITY

TYPE	TOTAL
Auction Items	34
Instant Items	11
Live Items	4
Donation Items	7
Vote Items	5
Raffle Tickets	2

► SETTINGS

PAYMENTS

\$18,075.45 | \$4,874.85

TICKETS

74 | 20

REVENUE