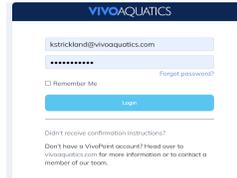


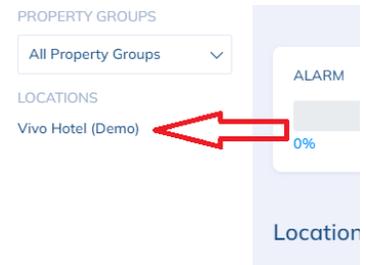
## Adding Members in VivoPoint

Any Manager can add a member to their property in VivoPoint.

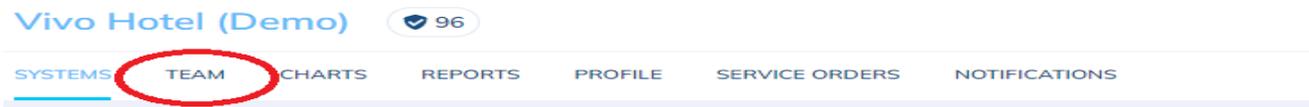
- 1) Log into VivoPoint [www.vivopoint.com](http://www.vivopoint.com)



- 2) Click on the property under location on the left side of the screen.



- 3) At the very top click on Team



- 4) Click on add new member



- 5) Enter all information. First Name, Last Name and Email are required. Phone number is required for text messages. After all information is entered press save profile.

Add a Team Member Edit Access

\*FIRST NAME: Kristin \*LAST NAME: Strickland

POSITION: DOE PHONE NUMBER: +1 706 951 0554

\*EMAIL: kstrickland@vivoaquatics.com

Save Profile

- 6) The Access screen will come up and press Save Access

\*ACCESS LEVEL: Member \*ACCESS TYPE: Individual Properties

PROPERTIES: Vivo Hotel (Demo) x

Alerts editable?

Save Access

The member will now be added to the property and will receive an email to sign into VivoPoint. If you need to add a member to multiple properties or change the property attached to a member- contact Vivo Support.