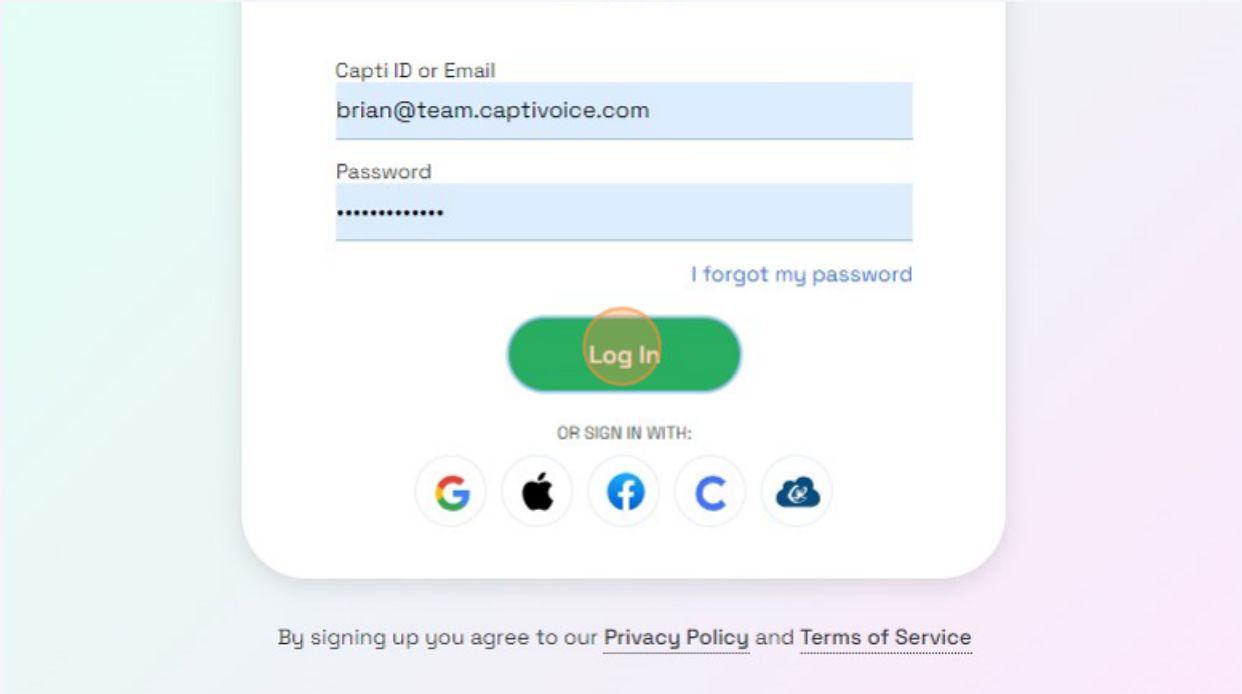
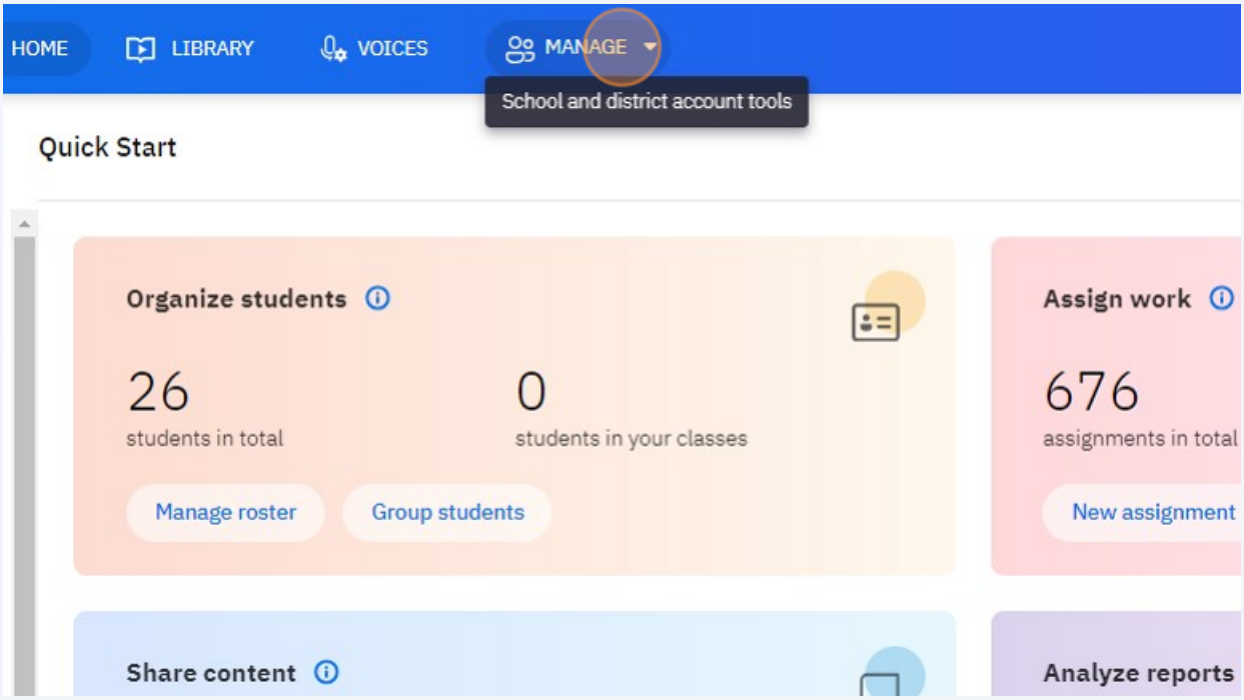
How to Add a Member to your Capti Organization

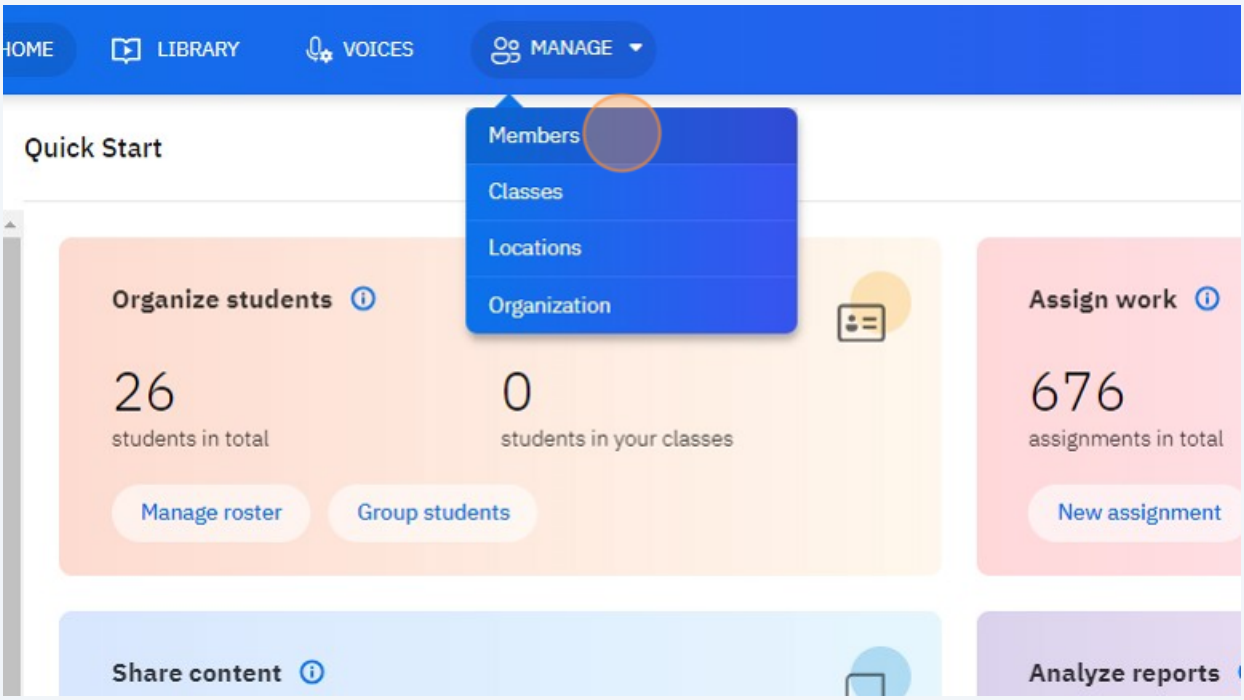
1 Log In to your Capti admin or teacher account.



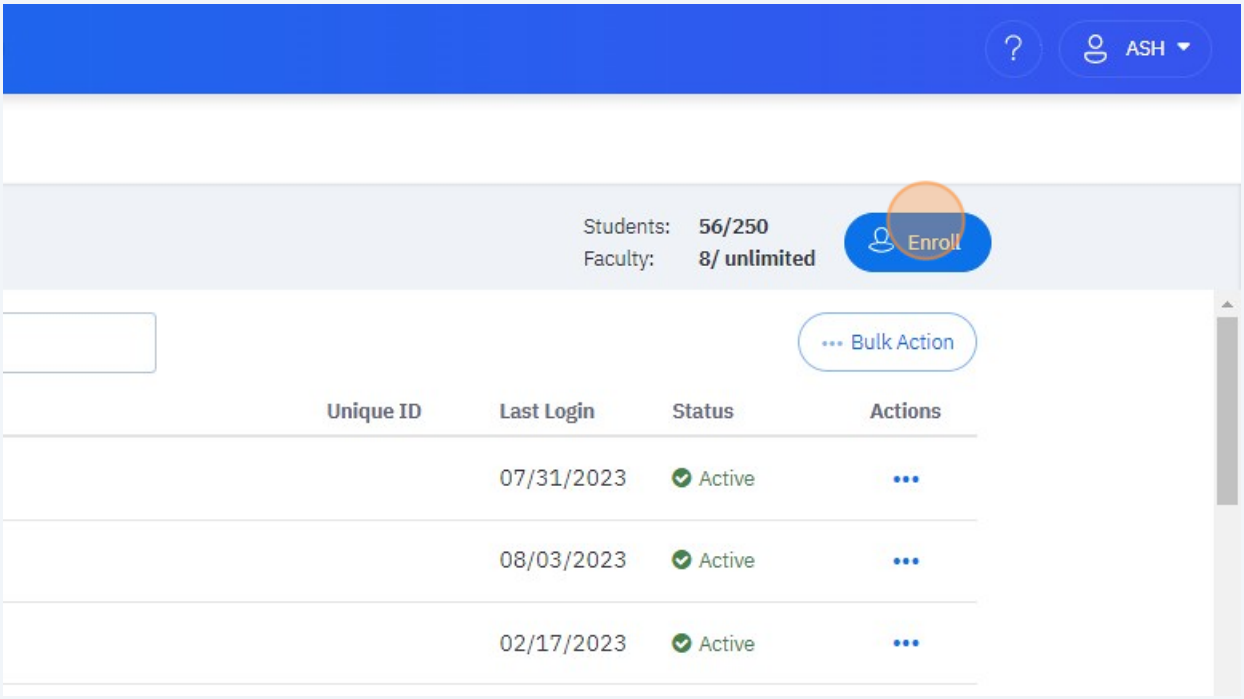
2 Click "MANAGE"



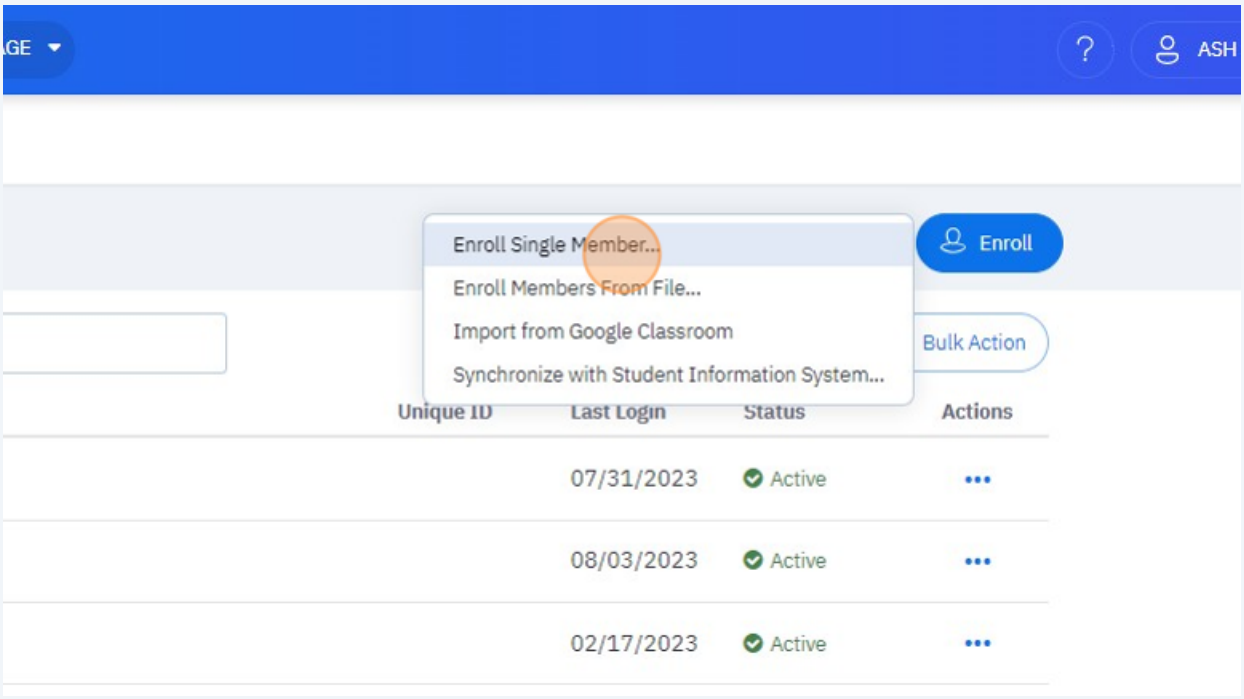
3 Click "Members"



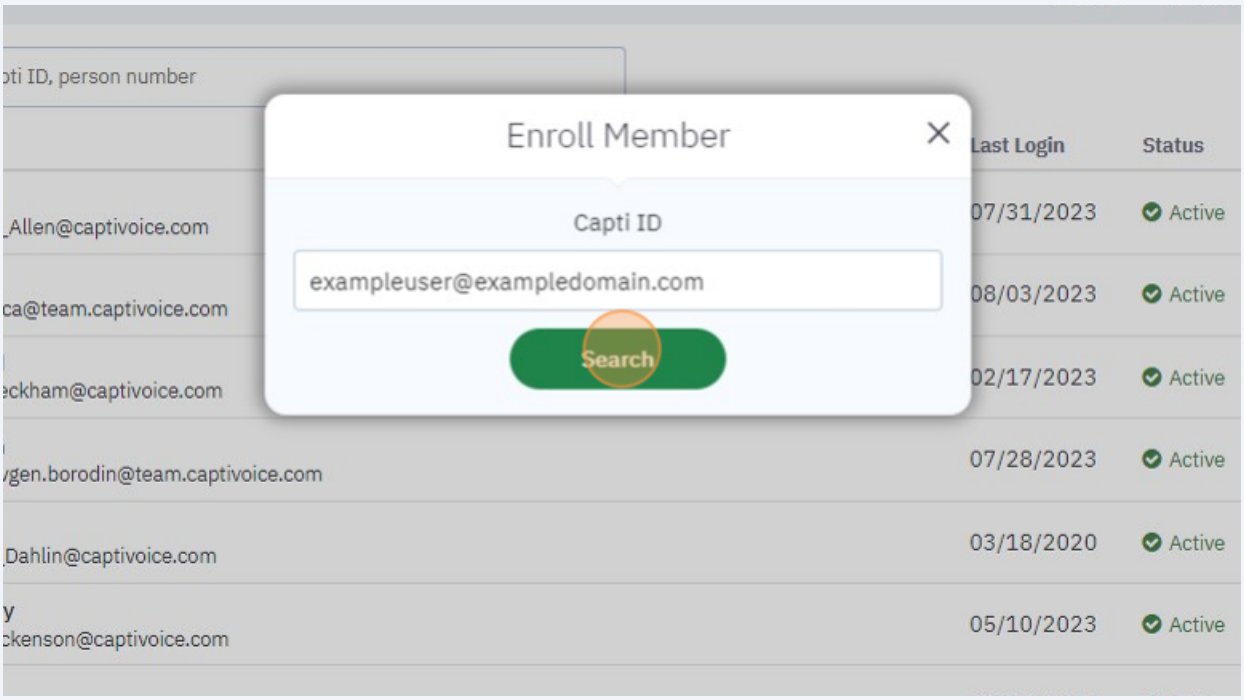
4 Click "Enroll"



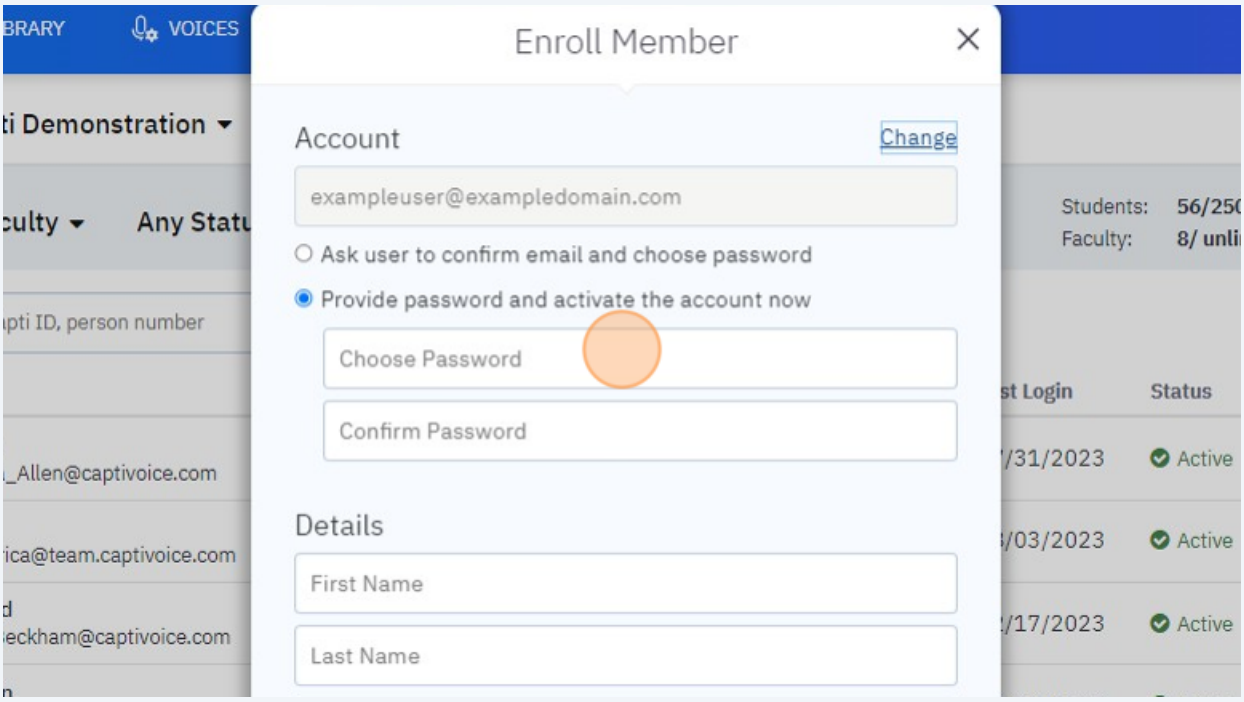
5 Click "Enroll Single Member..."



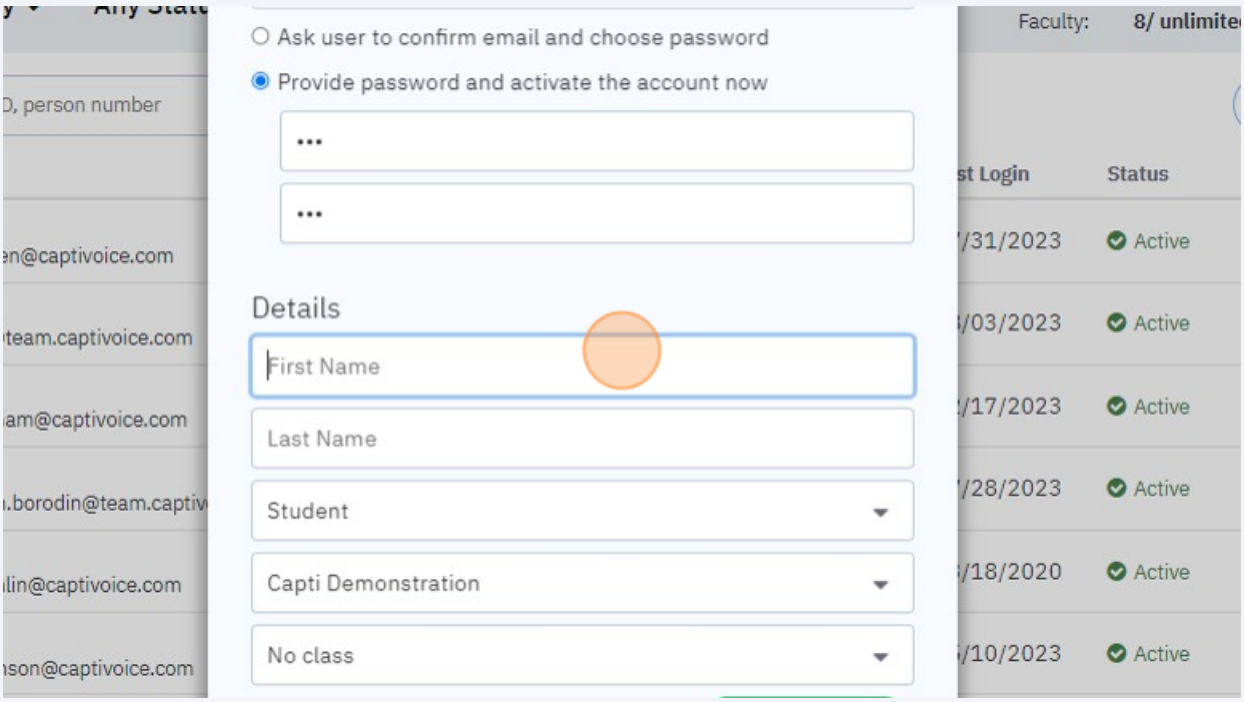
6 Type the email address (real or fake) of the user you want to add to your Capti account. Click search. If the user has an existing Capti account, they will be invited to join. If they do not have a Capti account, continue with the next steps.



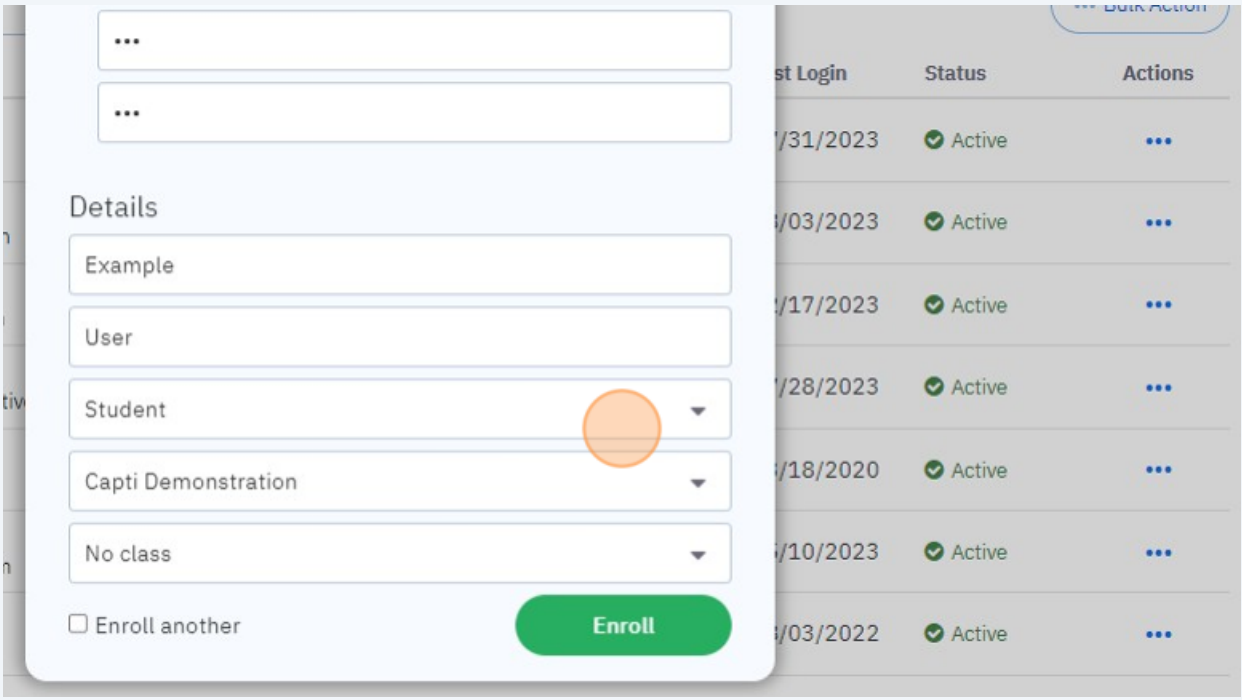
7 Click the "Choose Password" field. Enter in a simple password for the user.



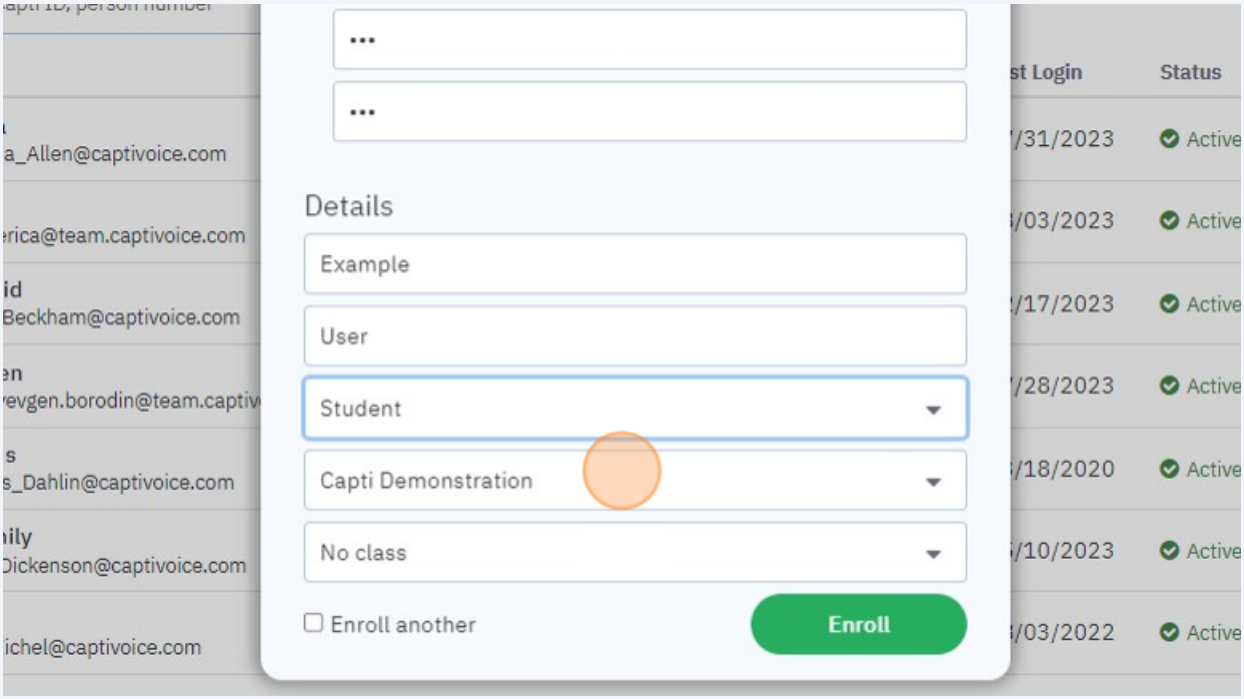
8 Enter the first name and last name of the user.



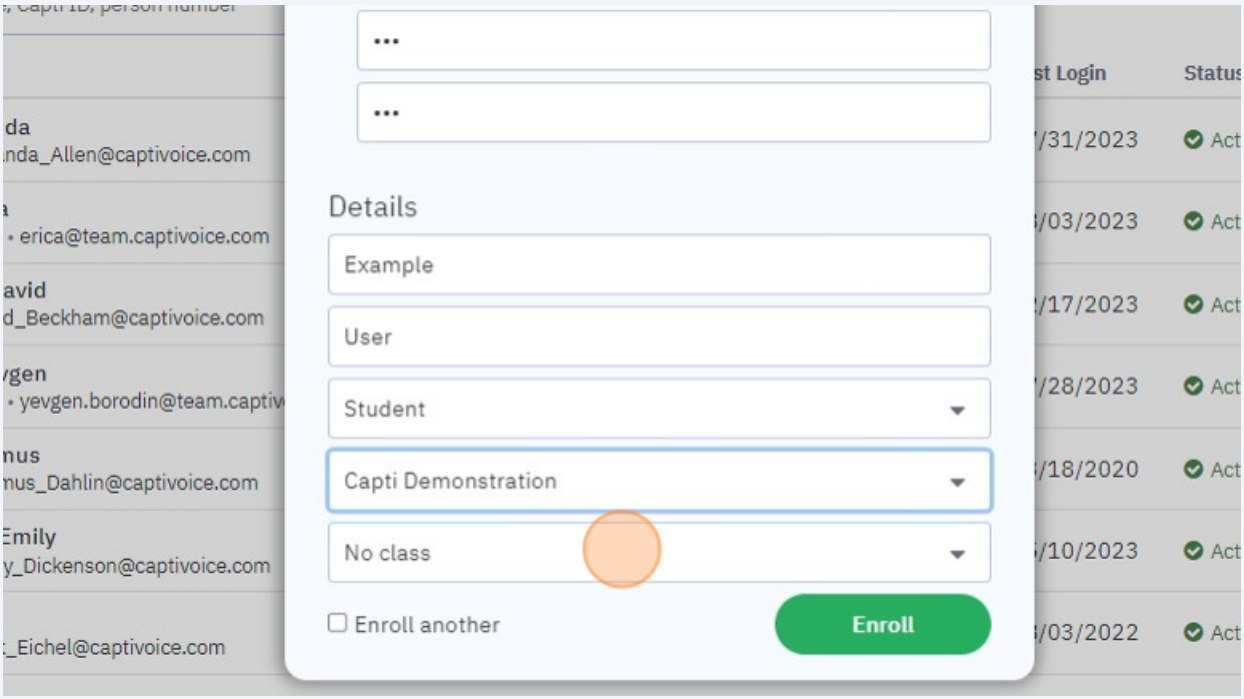
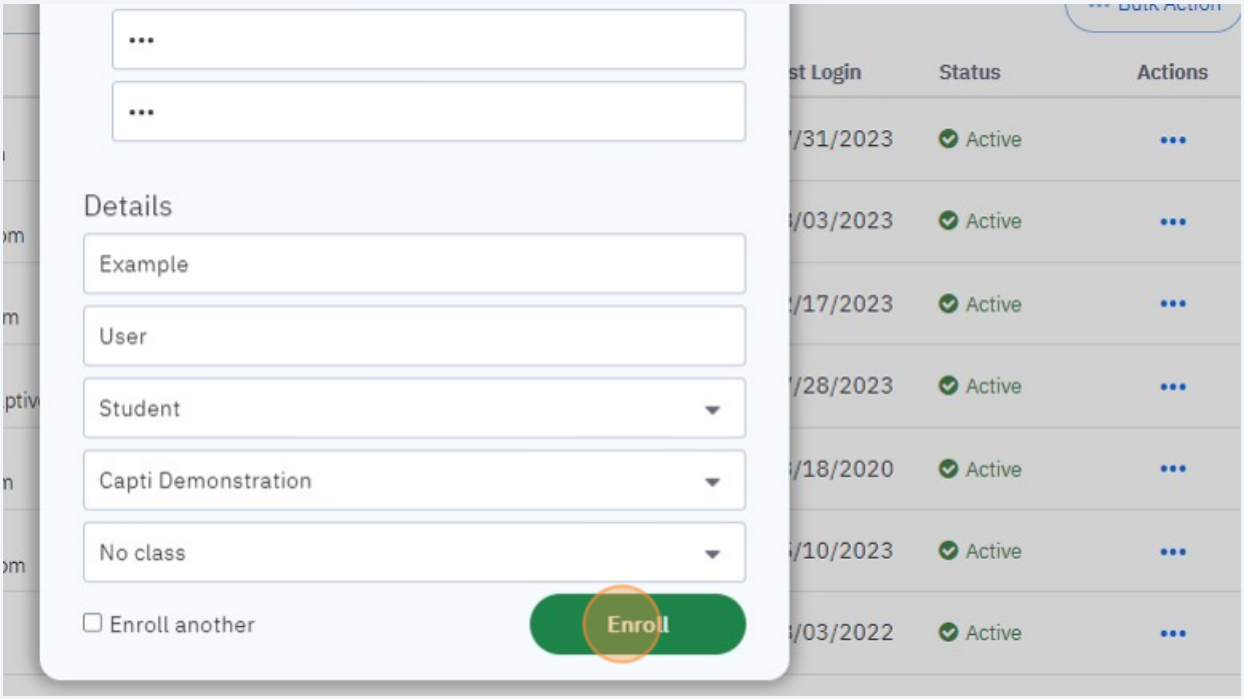
9 Click this dropdown. Select the role you want for the Capti user. District admin, School admin, Teacher or Student. Please see the Capti admin manual for more information about each role.



10 Click this dropdown. Select the location you want the member to belong to. If you only have one location, it will be selected by default.



11 Click this dropdown. Select the class, if any, you want this member to belong to. You can add members to classes later in the "Classes" menu.



12 Once you are happy with your selections, click "Enroll" and the member will be added to your Capti organization.