Add Members

Before you add members, add a collection.

> ⚠️ **Make sure your new member has logged into the tool using NetBadge at least once.** This sets up their account automatically.
>
> If they have not logged in, you won't be able to add them to the collection.

1. Open the collection to which you want to add a member
   - The collection will open in the "View" tab

2. Click the **Members** tab
   - Find the **Members** tab in the top right corner of the page, under the magnifying glass
   - The tab will open

3. Click **Add people**
   - The "Add people to collection" page will load

4. Enter the username, the role, and the field name of the member
   - The username is the UVA computing id of the person you want to add
   - **Note:** If your new member has never logged in to the tool, you won't be able to add them to the collection.

5. Click **Add Users**
   - A message will confirm your new member