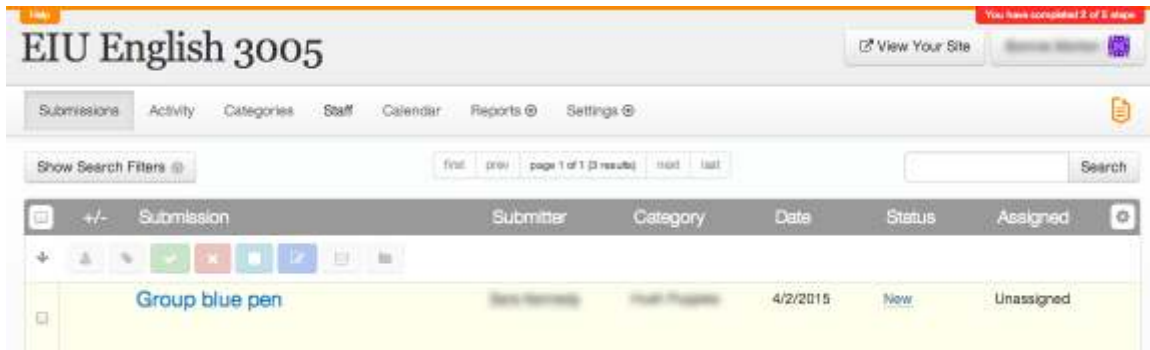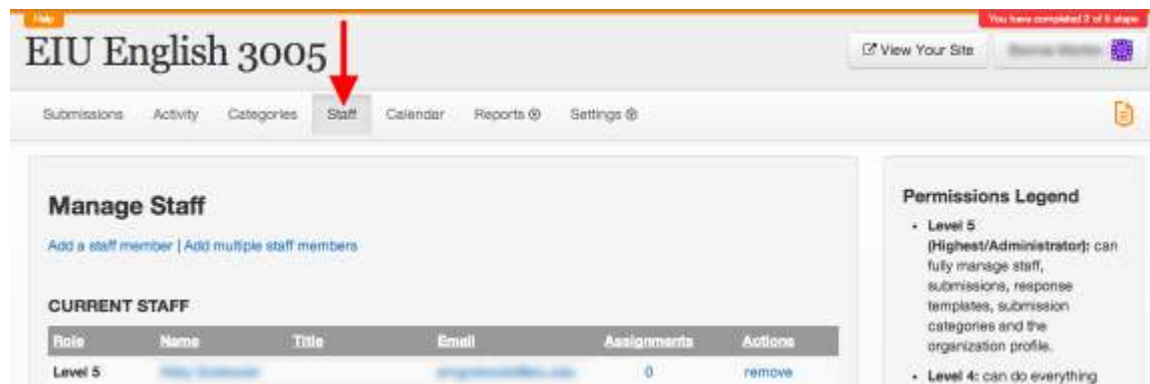# How Do I Add a Staff Member?

Adding a staff member allows you to add people to your project. The abilities of each staff member are determined by their permission level. When adding staff members, you can set permission levels for each new member so each person has the exact amount of control they need.
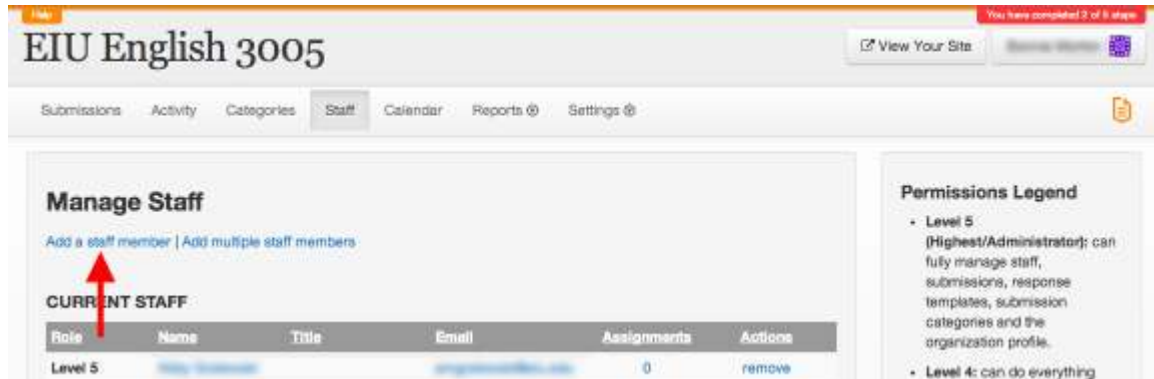
1. Log in to **Submittable** at https://manager.submittable.com/login. You will be redirected to your Dashboard in the **Submissions** tab.

2. Click on the **Staff** tab at the top of the page. You will see a list of all of your current staff members and their permissions.

3. Select **Add a Staff Member** under the **Manage Staff** heading.

4. Select the permission level for the new staff member on the **Invite a Staff Member** page. The permission levels are described in the legend on the right-hand side of the page. *Note: Your desired staff member does not need to have a current Submittable account in order to be invited.*

5. Enter the email address of the desired staff member. If desired, create a title for the new staff member.

Invite a Staff Member

Enter the information below and a message will be sent to the user's email address with instructions on how to join your staff.

Permission Level | Level 5 |

Title (optional) | |

Email | |

Send staff invitation   Cancel and return to list

Permissions Legend

- **Level 5 (Highest/Administrator):** can fully manage staff, submissions, response templates, submission categories and the organization profile.

- **Level 4:** can do everything Level 5 can except manage the profile and view income reports.

- **Level 3:** can fully administer (accept, decline, interact with submitter) submissions assigned to them. Can not view reports or private notes of other users. Cannot access settings pages (staff, response templates, etc)

- **Level 2:** can only view, comment, rate, and forward submissions assigned to them. Cannot accept or decline.

- **Level 1:** can only view, comment and rate submissions assigned to them. Cannot accept or decline or interact with submitter.

6. Click the blue **Send staff invitation button**. An email will be sent to the invited staff member containing an acknowledgement link that they must click to complete the process.

Once your staff member clicks the acknowledgement link, he or she will be added to the project with the set permission level. The new staff member will be able to do all things detailed in the permissions legend for their particular level.
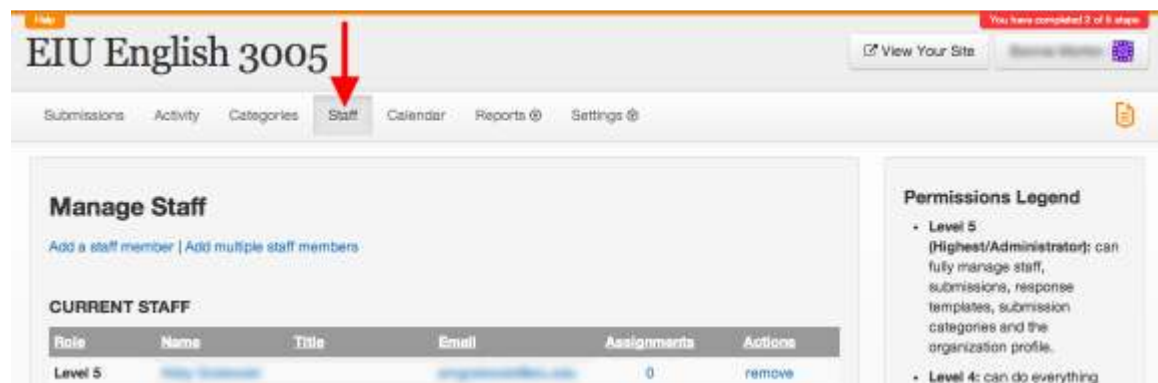
How Do I Add a Batch of Staff Members?

Adding a batch of staff members simply means adding more than one staff member at the same time. Being able to add a batch of staff members allows you to add multiple people of the same permission level to the project at once, saving you time.

1. Log in to **Submittable** at https://manager.submittable.com/login. You will be redirected to your Dashboard in the **Submissions** tab.
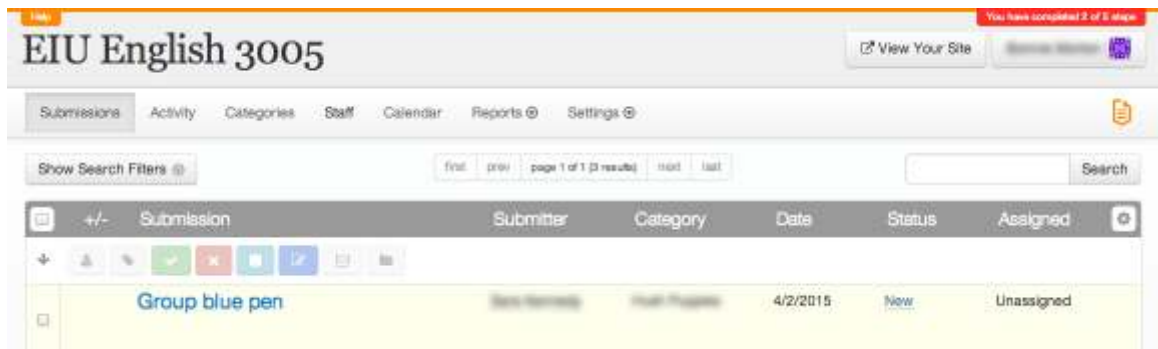
2. Click on the **Staff** tab at the top of the page. You will see a list of all of your current staff members and their permissions.

3. Select **Add multiple staff members** under the **Manage Staff** heading.

4. Enter the email addresses for the desired batch of staff members in the box labeled **Email**. Separate email addresses with commas, spaces, or carriage returns. The amount of staff members you can add at one time is decided by what plan you currently have. *Note: Your desired staff member does not need to have a current Submittable account in order to be invited.*

5. Select the permission level for the new staff members on the **Invite Multiple Staff Members** page. The permission levels are described in the legend on the right-hand side of the page. *Note: You can only add staff members of the same permission level in each batch.*

Invite Multiple Staff Members

Enter multiple email addresses below, separated by commas, spaces, OR carriage returns. A message will be sent to each user's email address with instructions on how to join your staff.

Your plan allows for unlimited staff.

Email

Permission Level   Level 5   ⬍

Send staff invitations   Cancel and return to list

Permissions Legend

- **Level 5 (Highest/Administrator):** can fully manage staff, submissions, response templates, submission categories and the organization profile.

- **Level 4:** can do everything Level 5 can except manage the profile and view income reports.

- **Level 3:** can fully administer (accept, decline, interact with submitter) submissions assigned to them. Can not view reports or private notes of other users. Cannot access settings pages (staff, response templates, etc)

- **Level 2:** can only view, comment, rate, and forward submissions assigned to them. Cannot accept or decline.

- **Level 1:** can only view, comment and rate submissions assigned to them. Cannot accept or decline or interact with submitter.

6. Click the blue **Send staff invitations** button. An email will be sent to each desired staff member with an acknowledgement link that they must click to complete the process.

Once your staff members click the acknowledgement link, they will be added to the project with the set permission level. The new staff members will be able to do all things detailed in the permissions legend for their particular level.