User Access Guide

Website

Wix

Add sbutters@jmwellnessandconsulting.com

1. Log in to your Wix account and navigate to the dashboard for the site you want to add a user to.
2. Click on the "Users & Roles" option in the left-hand menu.
3. Click the "Add User" button in the top right corner of the "Users & Roles" page.
4. Enter the email address of the user you want to add in the "Email" field.
5. Choose the role you want to assign to the user from the dropdown menu. Wix offers several different roles, including owner, admin, and member.
6. If you want to customize the user's permissions, click the "Customize Permissions" button and select the options you want to enable or disable.
7. Click the "Send Invite" button to send an email invitation to the user. They will need to accept the invitation and create a Wix account (if they don't already have one) in order to access the site.

Go Daddy

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1. Log in to your GoDaddy account.
2. Click on your account name in the top right corner of the screen, then select "Account Settings" from the dropdown menu.
3. On the Account Settings page, scroll down to the "Delegate Access" section and click the "Grant Access" button.
4. Enter the email address of the person you want to grant access to, then select the access level you want to give them.

5. Choose whether to grant them access to all products or just specific products, then click the "Invite" button.

Squarespace

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1. Log in to your Squarespace account and navigate to the Home menu.
2. Click on the Settings icon.
3. From the Settings menu, select Permissions.
4. Click on the Invite Contributor button.
5. Enter the email address of the person you want to add as a contributor.
6. Choose the permission level you want to assign to the contributor.
7. Click Send Invitation.

Wordpress

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1. Log in to your WordPress dashboard using your administrator credentials.
2. Navigate to the "Users" section in the left-hand menu.
3. Click on the "Add New" button at the top of the page.
4. Enter the new user's username, email address, and other required information. You can also set a password for them or allow WordPress to generate one.
5. Choose the user's role from the dropdown menu. There are several roles to choose from, including administrator, editor, author, contributor, and subscriber. Each role has different levels of access and permissions on your site.
6. Click the "Add New User" button at the bottom of the page to save the new user.

Social Media

Meta Business Suite (Facebook & Instagram)

Add Sara Butters

1. Firstly, log in to the Meta Business Suite as an administrator.
2. Go to the Administration menu, and select the User Management option.
3. Click on the Add User button, and enter the required details for the user, such as name, email address, and contact information.
4. Next, assign the appropriate roles and permissions to the user based on their job responsibilities and access needs.
5. You can also set up security profiles for the user to restrict access to certain areas of the system.
6. Once you have entered all the necessary information, click on the Save button to create the user account and grant access to the Meta Business Suite.

Linked in

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1. Go to your LinkedIn homepage and click on the "Me" icon in the top right corner.
2. Select "Admin Tools" from the dropdown menu.
3. Click on "Manage access" under "Access & Visibility."
4. Enter the name or email address of the person you want to add under "Invite new users."
5. Choose the level of access you want to grant them: Admin, Recruiter, or Hiring Manager.
6. Click on "Send invitation" to send an email invitation to the user.
7. Once the user accepts the invitation, they will have access to your LinkedIn Page with the level of access you granted them.

Google Business

Add sbutters@jmwellnessandconsulting.com

1. Go to the Google My Business website and sign in to your account.
2. Click on the "Users" tab on the left-hand side of the screen.
3. Click the blue "Invite new users" button in the top right corner of the screen.
4. Enter the email address of the person you want to add as a user and select the role you want them to have (owner, manager, or communication manager).
5. Click the "Invite" button and the user will receive an email with instructions on how to access your Google My Business account.
6. Once the user accepts the invitation, they will be able to access your account according to the role you assigned to them.

Jane App

Add Sara Butters - sbutters@jmwellnessandconsulting.com

1. Log in to your Jane App account with your username and password.
2. From the main dashboard, select "Settings" from the left-hand navigation menu.
3. Under the "Staff" section of the settings page, click "Add Staff".
4. Enter the new staff member's details, including their name, email address, and role within your organization.
5. Choose whether the staff member will have access to the Jane App scheduling calendar and/or patient records.
6. Set the staff member's availability and working hours, if applicable.
7. Click "Save" to create the new staff member's account.
8. The new staff member will receive an email invitation to create their own login credentials and set up their account within Jane App.

Indeed

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1. Log in to your Indeed account and click on the "Settings" icon in the top right corner.
2. Scroll down to the "Manage Users" section and click on "Add User."
3. Enter the email address of the person you want to add as a user and select their access level (Admin or Standard).
4. Click on "Send Invitation" to send an email invitation to the new user.
5. The new user will receive an email with a link to accept the invitation and create their own login credentials.
6. Once they have accepted the invitation and logged in, they will have access to the account based on their assigned access level.