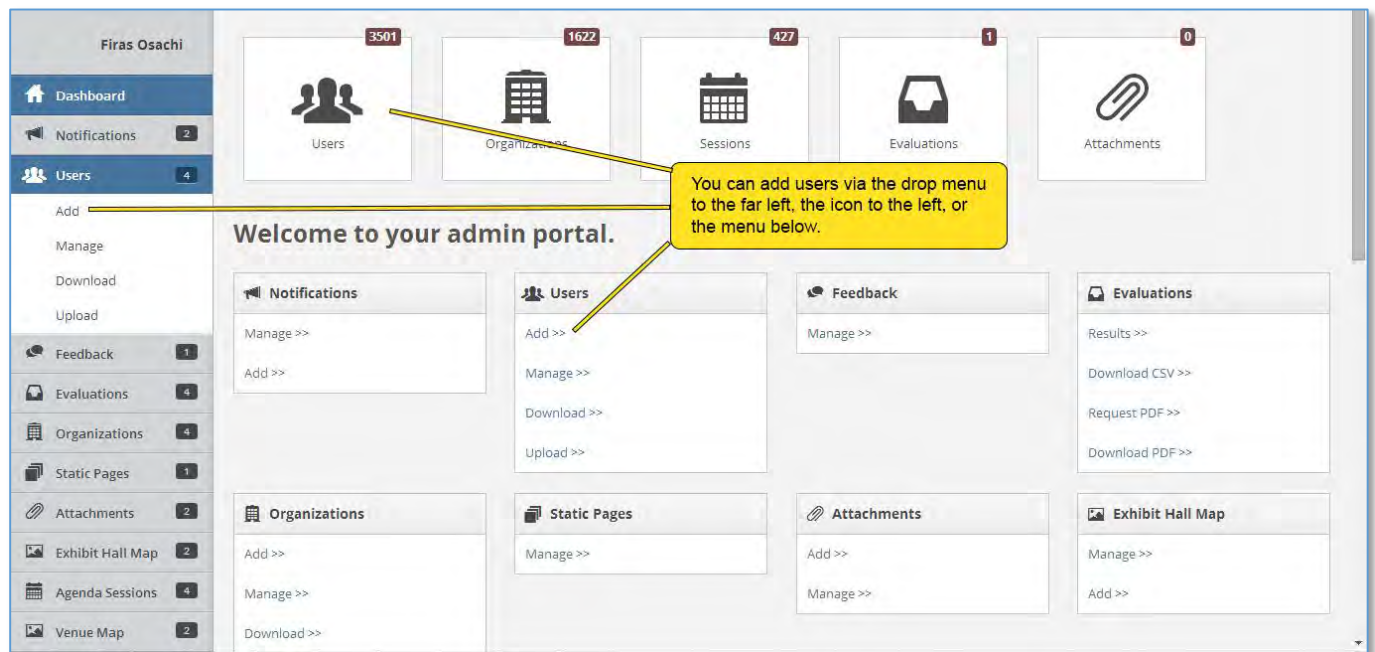# How to Add a Single User

Welcome Administrators. This tutorial will show you how to add a single user to your app. There is another tutorial that demonstrates how to add multiple users simultaneously.

Once you have logged in to your app's portal, you will be at the "dashboard" from which you can control most of the content.

To add a single user:

1. Select "**Users**" from the menu on the left, or from the first icon in the dashboard. You will see a dropdown menu of options. Select "**Add**".

2. You will see a series of fields requesting information about your new user. If you do not have a user ID the email will be used by default. The only fields that are mandatory are "**Email**", **"First Name**, and "**Last Name**". Email is particularly important because it is both the user's ID and log-in username.

3. There is a text field for "**Biography**" in which you can enter text, links, tables, and graphics. There are many formatting options. Users are encouraged to log in and update their own profiles as they like.

4. Below that you will see a checkbox for "**Attendee**" that should default to checked. If it is not checked the user will not be visible in the attendee directory and will also not have access to certain parts of the app. Make sure it is checked if it is not already. (Some users might prefer it unchecked, for example an event organizer who needs access to the app but will not be at the event, so he or she would not need to be in the user directory.)

5. There is an option to add a user photograph near the bottom

6. Once you have completed the profile, hit "**Save Changes**" at the bottom.

7. The last step is to click on the wheel icon at the top right corner of the app, and select "**Update App**" from the menu. You can update the app at any time, but in case you forget it's prudent to update after every change.

Once a user has been added you can go to "Users" / "Manage" to edit the profile at any time. You can find a user on the "**Manage**" page by going to the search field near the top right corner. Type any part of a user's name, email, or any other data field that has input such as city or state, and then select the user from the search results. Click the pencil/pad icon to go into the profile for edits, and remember to save changes and update the app when you finish.

You can also establish **relationships** for users, such as connecting them to session events or exhibition tables and booths. That process will be presented in a different tutorial.