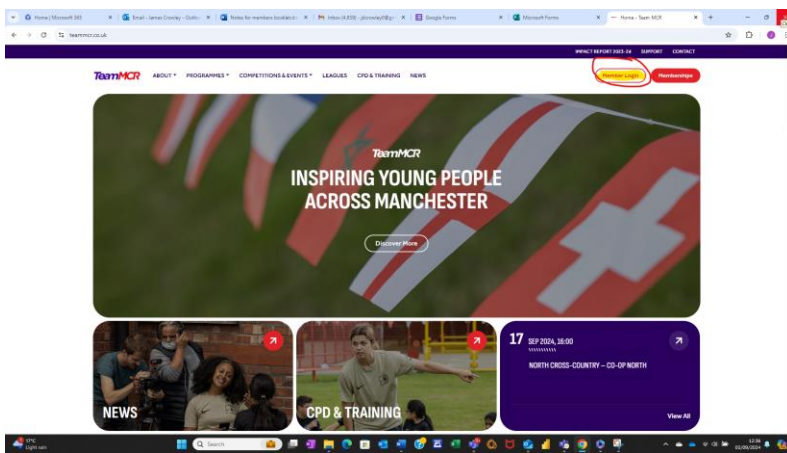




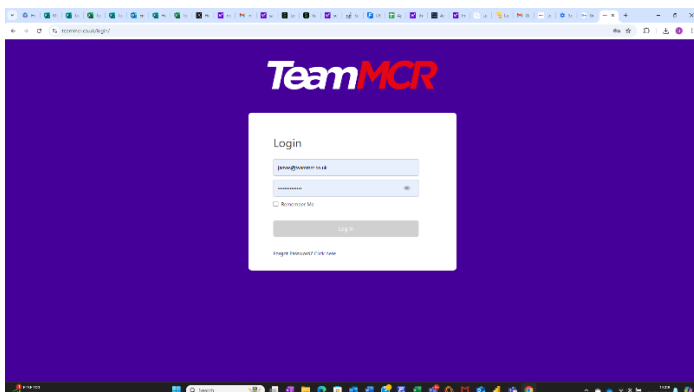
## TeamMCR – School Account, adding additional users

We have made some changes to the TeamMCR website over the summer. Once schools have taken out membership to TeamMCR they will have **one user account** for their school. It is now possible to add other members of school staff to your account to allow them to book on events, competitions and CPD. The process is as follows:

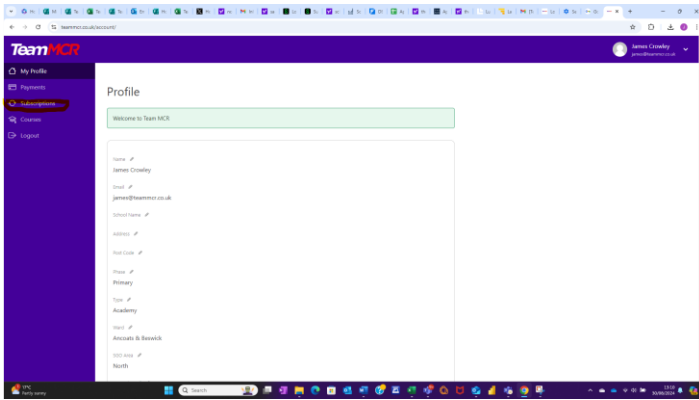
1. Click on the member login link from the homepage – [www.teammcr.co.uk](http://www.teammcr.co.uk)



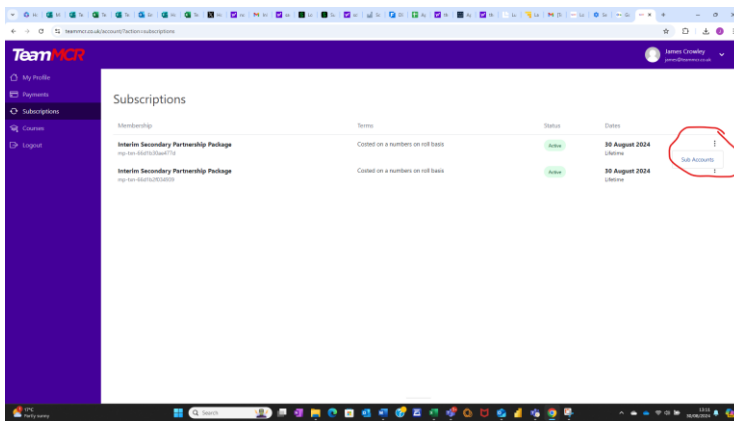
You will be taken to the login page below – add your user name (email address) and password



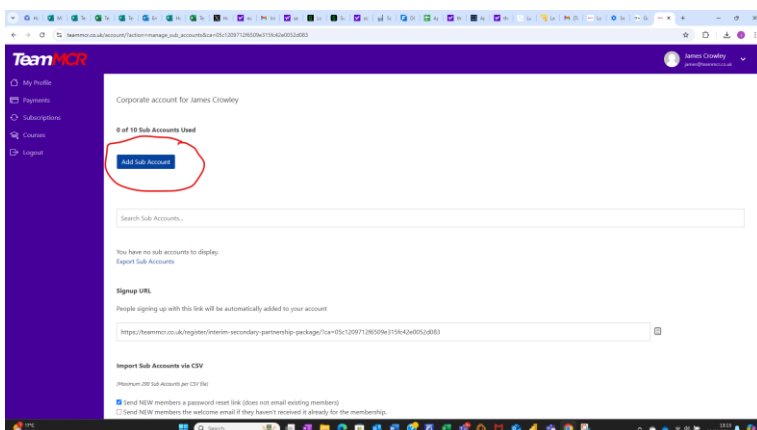
Once you are logged in you will be taken to your school user account (see below). Click on subscriptions



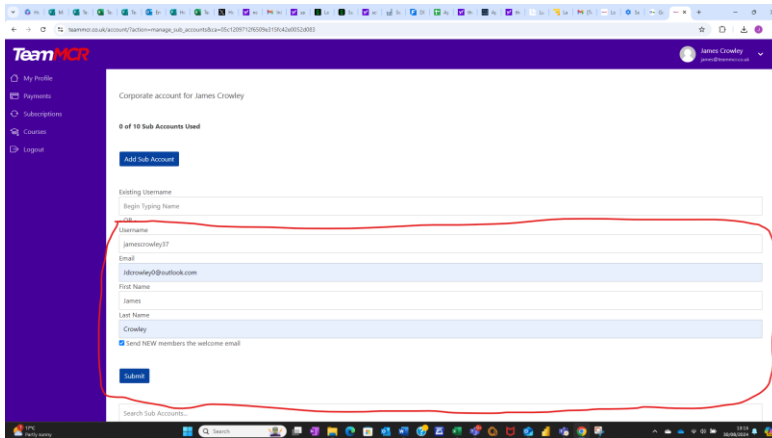
On the subscriptions page click on the 3 dots next to your subscription and click sub accounts



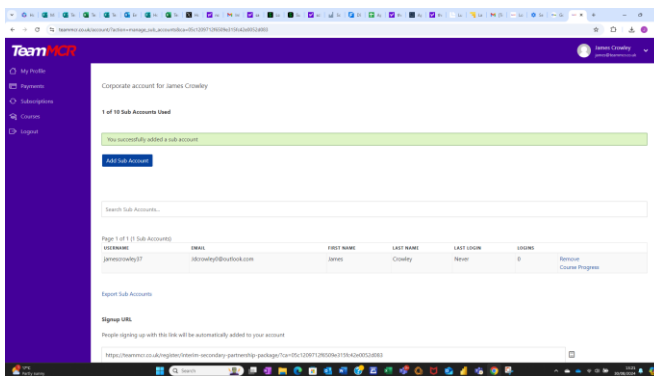
Click add sub account



Fill in the form as below. If the member of staff you are adding already has an account on the TeamMCR system click existing user. If they don't click add username. When completed press submit



You should see the message below to show the process was successful



The new user should receive a welcome email (see below) – check your junk folders for these

