

How can people who aren't EventsAir users sign in to my Organizer App?

Last Modified on 11/12/2024 4:37 am EST

To allow others access to your Organizer App when they don't have an EventsAir user account, you can use the **Team Member** set up function.

You can set up team members in EventsAir for:

- Project Management
- Run Sheet Management
- Organizer App access

For Organizer App access, you must first create their account, either by:

1. Going into **Setup** panel and selecting **Project Manager**
2. Use the plus icon + to add a **Team Member** (fill out all the necessary details)

The screenshot shows the 'Project Manager' interface on the left and the 'Team Member Setup' form on the right. The 'Team Member Setup' form has two tabs: 'Details' (selected) and 'Advanced'. The form fields are as follows:

Field	Value
First Name*	Celia
Last Name*	Anderson
Role*	A/V Contractor
Email Address*	celia@avcontractors.com
Phone Number	222-333-444
Link to EventsAir User	Education - Education Team
Access Organizer Apps	<input checked="" type="checkbox"/>
Username*	Celia
Password*	W3akP4ssword&

At the bottom right of the form, there are three buttons: 'Clone From', 'Clear', and 'Save'.

3. You can select an EventsAir user from the dropdown box called "Link to EventsAir user"
4. Be sure to select the checkbox labelled **Access Organizer Apps**. This will display a dropdown for a username and password – enter whatever you want here and make a note of it.
5. Then, navigate to the **Online** panel and open up the **Organizer App(s)** you need to provide access to.
6. Under the **Details** tab at the top right, scroll down until you see section under Settings with the heading **Allow Sign In**.



Fill in the headings and be sure to check the "Team Members" box in addition to the "EventsAir Users" box.

Settings

Availability*	<input checked="" type="radio"/> Live Between Dates	11/11/2022 12:00 AM		27/02/2029 12:00 AM	
	<input type="radio"/> Closed				
Sign In Heading*	Sign In				
Username*	Email				
Password Label*	Password				
Sign In*	Sign In				
Allow Sign In	<input checked="" type="checkbox"/>	EventsAir Users			
	<input checked="" type="checkbox"/>	Team Members			

7. Save the app.

8. People you've set up under Team Members will now be able to log in with their email (or username you created) and the password you created for them.



If you have multiple onsite teams and want to add different elements to each to control information access, you can also create multiple Organizer Apps for the same event.