

Add Contact

Filters

All



Amy Jones



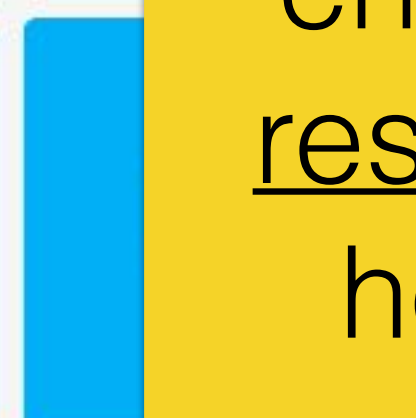
Johnny
Citizen



Jorge Munoz



Mike Smith



Pete

1. Click on “My
Contacts”

2. Click on the name of the
contact you would like to
make a user of AdHub

To create a new ‘user’ of AdHub,
first create them as a new contact,
then follow these instructions.
(See AdHub contact structure
chart at: [https://disciple.org.au/
resources/adhub/](https://disciple.org.au/resources/adhub/) to understand
how a contact can become a
member and then an AdHub user)

Note: only team
leaders/owners
can add new
users (not team
members)

Amy Jones

MEMBER ✎

✉ amyjones@gmail.com

📍 [Add Address](#)

📞 [Add number](#)

SUMMARY

ACTIVITIES

ADDRESSES

NOTIFICATIONS

SETTINGS

ABOUT



+ ×

Member, Female, 37 years old

🍃 Assigned to Cristian Copaceanu [manage](#)

🗣 English

🏛 Seventh-day Adventist

☐ Not cleared to work with children [manage](#)

[More](#)

TEAMS

Sample

🛡 Team Member

Manage

FAMILY MEMBERS

Add Family Member

1. Click on “manage”

Team Access

Select user type and click on "Save"

* Role

- ☐ **No Role**
The contact can not login to the team. Select this for all non members.
- ☒ **Team Member**
A team member can manage contacts assigned to them, and run events.
- ☐ **Leader**
A leader can do everything a team member can and manage team settings, marketing campaigns, all team contacts and view reports.
- ☐ **Owner**
Each team has only one owner, who is responsible for the team. The owner can do everything a leader can, and appoint other contacts as a leader.

There are different user types and access privileges

Note: Teams can only have one owner

Save

Cancel

Sample

DASHBOARD

MEMBERS

CAMPAIGNS

SETTINGS

Sample / Memberships

Transfer Ownership

Search



NAME

AVAILABILITY

ROLE

Amy Jones (Pending)

Available

Team Member

Resend Invite

Cristian Copaceanu

Available

Owner

Jorge Munoz

Available

Leader

Mike Smith

Available

Leader

Peter Pane

Available

Leader

1. Click on
"Team
Dashboard"

2. Click on
"Members"

Note: Team Ownership can be transferred to another team member. If wanting to transfer to new pastor, first create or add new pastor as a team contact/member

This view shows all Team
AdHub users and their roles.