creating new users in craft cms

## purpose

Document the creation of creating users in Craft Content Management System, Playcraft’s website framework.

## creating a user in craft cms

1. Navigate to <https://www.playcraftsystems.com/playadmin>
2. Sign into your account. You will be taken to the control panel for Playcraft’s website.
3. On the left-hand side of the page navigate to “Users”. You will be taken to a user management interface.
4. Select a user group on the left-hand side of corresponding to the type of user you are about to create.
5. At the top right of the screen is an orange button “+ New user”. Select this button to begin creating a new user.
6. Fill out the appropriate information regarding the user

Pay close attention to the checkbox “Send activation email now”. If you are not ready to allow the created user to log in make sure this box is unchecked!

## user fields

\*=required

**Account**

* **Username\*** - Enter the users email for their username
* **First Name**
* **Last Name**
* **Email**
* (Checkbox) **Send an activation email now** – Pay close attention as to whether or not you want to allow this user to sign in

**Associated Data**

* **Company Name** – Select the company name associated with the user. If the user is not a consultant select “Not a Consultant” at the bottom of the list.
* **Company Abbreviation** – Put the company abbreviation here. If user is not a consultant leave blank.

**Report Permissions**

* Company Report – Allows user to see all of their company information (sold & proposals) on the Playcraft website.
* Personal Report – Allows user to see all their own information (sold & proposals) on the website.
* Show Dollars – A toggle as to whether allow to user to see the dollar amount associated with sold jobs.

**Other**

* Non-Affiliate – Select this if the user is not a consultant or internal staff.

**Permissions**

* Choose the appropriate user group for the user being created. Ignore everything below “Permissions”.