Adding Users to Your Event

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From the Participants tab of your event, click either the arrow next to the **Add Users** button at the top right or any of the shortcuts in the middle of the page (if you have not yet added any users).

You're well on your way! Click **Next** for the next step.

Select the way that you want to add your users. If you are importing your users in bulk, follow the steps here. If you have already added them to the project and want to add them to the event, click **Invite from Project Users**. To add them individually, click **Add Single User**.

Invite from Project Users

To add users from a project, click the radio button to the left of their names (or the select all button

at the top if adding all users) and then click the **OK** button.

Add Single User

For the participant to be added, you must include a working email address, first name, last name, and display name (what will be seen throughout the system). Additionally, you can add the user to any groups from this view and select their country and time zone. After you have added the data, click **Save**.

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