How to set up your GoZen! team

We've put together this quick-start guide to help you set up your team members. **Need help?** In order to provide you with the best support possible, let us know who to contact about your team! *(gozen.com/teaminfo/)*

1. From your dashboard, click on Teams *(gozen.com/dashboard/teams/)* to set up everything related to your team.

Having trouble finding your dashboard? It's linked in the menu at the top right of the site. When you're logged out, your dashboard is replaced with a *Login* link instead.

2. Set up a name for your team on the Team Settings tab.

Before you invite any team members, make sure you've set a name for your team. Any team members you invite will see this name when they set up their accounts so you should pick something they will recognize, like the name of your school/organization.

3. Add members to your team from the Add Member tab.

Joining Your Team

As the team owner, you have the ability to add and remove users without joining the team yourself.

- **If you'll be using GoZen! programs and materials,** make sure to add yourself as a member to give yourself program access. Joining your team will take up one seat. Simply click the "add yourself as a member" link at the top of the *Add Member* tab.

- **If you're only managing the purchasing/invite process,** then you do not need to add yourself as a member, which will take up one of your team's seats.

Inviting Team Members

- **Method A – Registration Link:** Invite members by sending them the registration link on the *Add Member* tab. Just copy & paste the link to send to your team members via email. This option is great for sending a single invitation email to all of your team members at once.

- **Method B – System Invite:** Invite members by entering their email address into the email field and clicking the add member button. Our system will send them an email from *go@gozen.com* with instructions on setting up their account. This option is great for inviting team members one at a time, or if you need to set someone else up with the Manager role with permissions to invite members.

    - **NOTE:** Sometimes, school emails will reject messages from outside servers. If users aren't getting invite emails from our system, just revoke the pending invitations and use *Method A – Registration Link* instead.

4. View quick details on your team members from the Members tab.

From here you can see how many seats are available, see who is currently a member of your team, remove members from your team to free up seats, and give team members Manager permissions to add/remove members on their own. Switch to *Pending Invitations* view to see team members you've invited to join who have not yet set up their accounts. This is where you can resend or revoke pending invitations.

Ready to go? [Click here to go to your teams!](gozen.com/dashboard/teams/)
(gozen.com/dashboard/teams/)

Don't forget to [let us know who to contact about your team](gozen.com/teaminfo/) *(gozen.com/teaminfo/)* - especially if you need help getting things set up. 🙂

Need help? [Get in touch from your dashboard](gozen.com/go/support/) *(gozen.com/go/support/)*, under Support. You can also write directly to *go@gozen.com* or reach us on Live Chat weekdays from 9am-4pm Eastern Time for quick questions.