

How to

CREATE A PROVIDER PROFILE

1 Create Profile

Profiles > Create Profile

2 Add New Registration

Provider Profile: Registrations tab > New Registration > Current or Upcoming > Select session(s)

3 Add User

Provider Profile: Users tab > Add a User (*provider's email*)

4 Add Role

Profiles > Power Tools > Manage Permissions > Select Role > Grant

 **TOP-LEVEL ACCESS**

select your organization's name from **Current sessions**

 **LIMITED ACCESS**

select specific session(s) from **Current or Upcoming**

Visit our [Profiles](#) support article for step-by-step instruction!

