

How do I give someone access rights to use the system

You can only give access rights to someone if they are a member of your organization. If the person you want to give access rights to is not a member of your organization yet, let them buy a ticket in your webshop. They do not have to finish the payment. The person can only login to the system if they have an account. So when the person buys the ticket they should select the option "I want to create a Dizizid account" if they do not have an account yet.

After the person pressed the button "Place order" you are able to find the person in the member management section. There you can see that the person has a member account.

DIZIZID Language + Logout

Sales
Clearing dashboard
Clearing Management

Locations
Manage locations

Members
Manage members

Events
Manage events
Manage offers
Manage fields
Events reporting

Guest list
Manage guest lists
Manage invitations

Vouchers
Manage vouchers

Member Management

Personal details

First name: Demo
Last name: Administrator
Gender:
Account type: Member account

Contact information | **Roles** | Tickets

Membership expires on: Saturday, December 23, 2017 [End subscription](#)

Email: test145@dizizid.nl
Mobile number: +31689084905
Country: NL

Close

Click on the tab "Roles", there you can assign a role to the person. Once the role has been assigned the person can login with their own personal account into the system.

DIZIZID Language + Logout

Member Management

Personal details

First name: Demo
Last name: Administrator
Gender:
Account type: Member account

Contact information | Comments | **Roles** | Tickets

Assign role

Role name: Description: Active from: Assigned on: Assigned by: Actions:

Close Assign selected roles

Assign roles

Role name	Description	Actions
EVENT_ADMINISTRATOR	Administrator that can manage events.	Select role
MOBILE_EVENTS_ADMINISTRATOR	Administrator that can do entrance scanning.	Select role