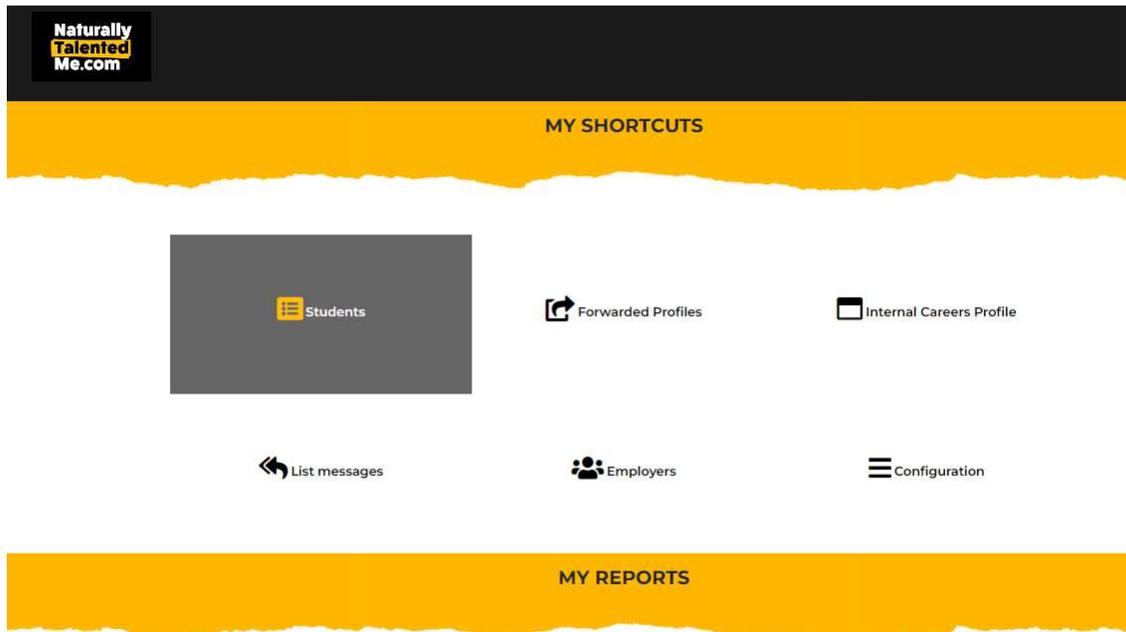# Development Note

Group Admin – Add Members Functions

Ver 1 : September 2022
Applies to: All Group Admins

Each group on NTM has its own login/registration page. In some cases, the registration function is disabled/hidden so admins can control who becomes a member of a group. In other cases, anyone can register. Anyone registering via the group's specific page is automatically associated with the group and is included in its list of members. Those registering from elsewhere need to apply to support to be transferred into a group (with the permission of the group admin).

An alternative method of adding new NTM members to a group/school is via the admin dashboard.

Admins can list current students/members (the terminology depends upon group set-up and functions) by clicking on the relevant icon.

Member Table Functions

The table shows all members (and you can search by starting to type in a name in the search box).

You can order the table by clicking on one of the arrows in the header.

The wellness scores (if enabled for your group) are immediately visible – both daily scores and monthly scores – and you can click through for historical/breakdown data.
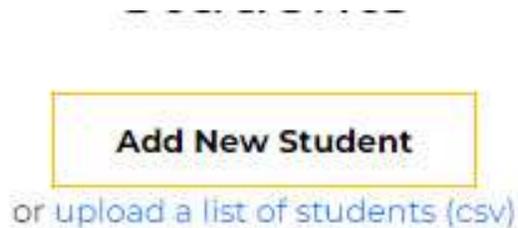
You can send a system message direct to the student/member and view their profile. You can also edit the member's details (name etc.) by using the 'edit' link. **Note that you cannot change a user's email address as this is also their username**. This link also gives access to a "Reset Password" button which allows the admin to reset a member's password to an automatically-generated random password which is emailed to the user and allows them to then choose a new password for themselves (the functionality is the same as they would have if they clicked on the reset password link on the website themselves).

Clicking on the "remove from school/group" button will, after confirming, remove the member from your group permanently. The member retains their profile (for their ongoing personal use), but loses any group-specific data and access.

The tickboxes allow you to multi-select members and then message in bulk or send details to an external email address (e.g. an employer) using the functions below the table. You can also filter members by talents allocated before sending details.

Adding a single new member/student

Click on the "add new student" button above the table.

You are presented with a form which allows you to add a new member.

Enter full name and the VALID email address for the new member. This must be unique, must not already exist on the system, and must be accessible by the new member.

Note that you are not choosing a password for the new member – ignore the "reset password" button at this stage.

Click on the "Confirm button"

The new user account will be configured and the new member should then be told to use the forgotten password/reset password function on the website. This will send an email with a link to set their own password. Alternatively, you can click on the "Reset Password" button for the user and this will send the same email to them.

Initial Member of workshop

Name

Initial Member of workshop

Email

info@stemkitsbypost.com

| Confirm | Reset Password | Permanently Remove From Group |

Once they have logged-in for the first time, the new member will see the standard group member dashboard, which includes the "welcome message" for your group (which can be edited by the senior administrator in your Group/LEA, or you can request is edited via our support website, ntmsupport.co.uk).

Adding multiple members

You can upload a csv format spreadsheet of member details to add all at the same time. Either click on the link below the "add new student" button at the top of the page, or scroll down to the bottom of the page where you will find the same functionality.
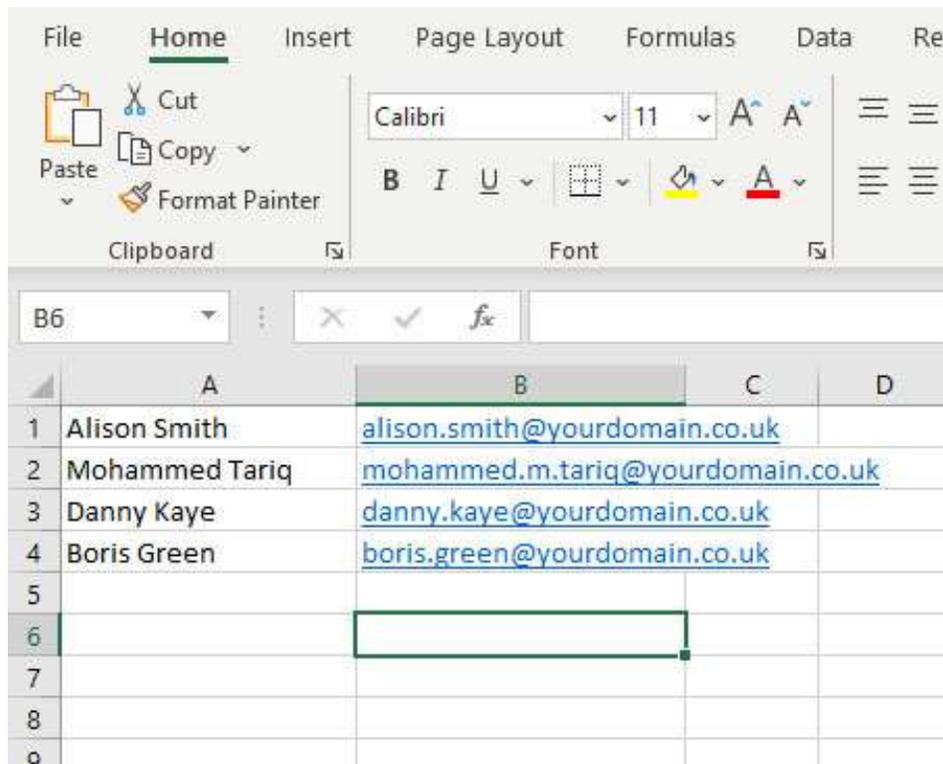
The file you supply must be in the correct format (.csv, comma separated – available as an export type from Excel). Fields must be in the correct order/format or the upload will fail.

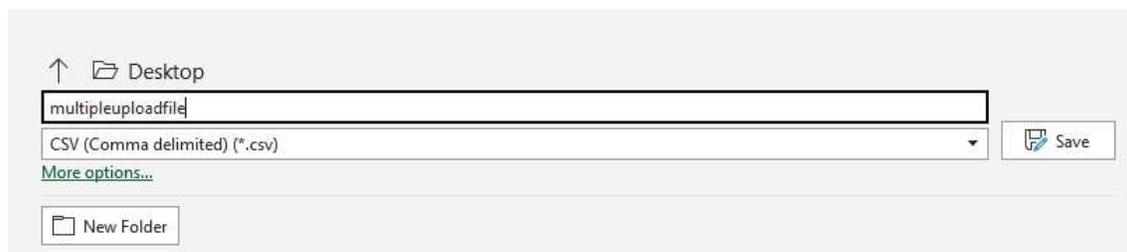The required format/fields are as follows

- Full name (in a single field)
- Email addr (which must be valid, unique, and accessible to the member)

There should NOT be a header row with column titles etc.

You will need to "save as .csv" in Excel.

Remember **to Save As .csv**, rather than using the standard excel save command.

Please check that none of the email addresses you are including already exist on the system as this will cause the upload to fail for all new members. All email addresses must be unique.

Please remember to export the data from excel in .csv format – the process will not work with a standard excel formatted spreadsheet.

It is important that you provide accurate email addresses because once added, the new members will need to use the reset password function available on any NTM login page. They need to enter the same email address. A reset/set password link will then be sent to that email address (so the new member must have access to it) and, by following a link, will be able to set a password for themselves. Alternatively, you can click on the "Reset Password" button for the user and this will send the same email to them.

On initial login, the new member will automatically be assigned with the group and will see the group dashboard with any options appropriate to your group.