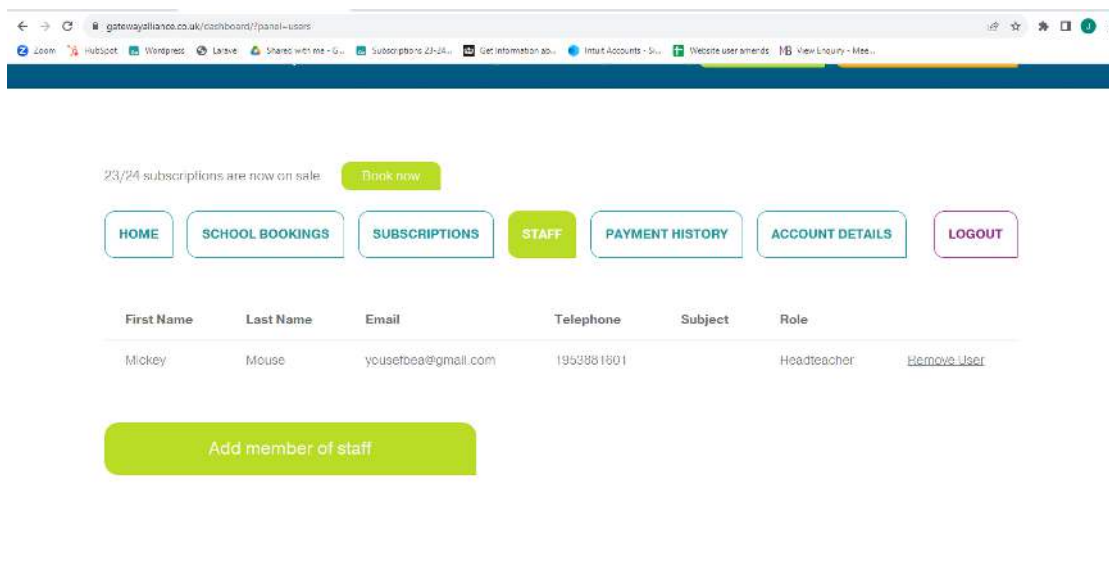


## Making Changes to Your Staff List on Gateway Alliance

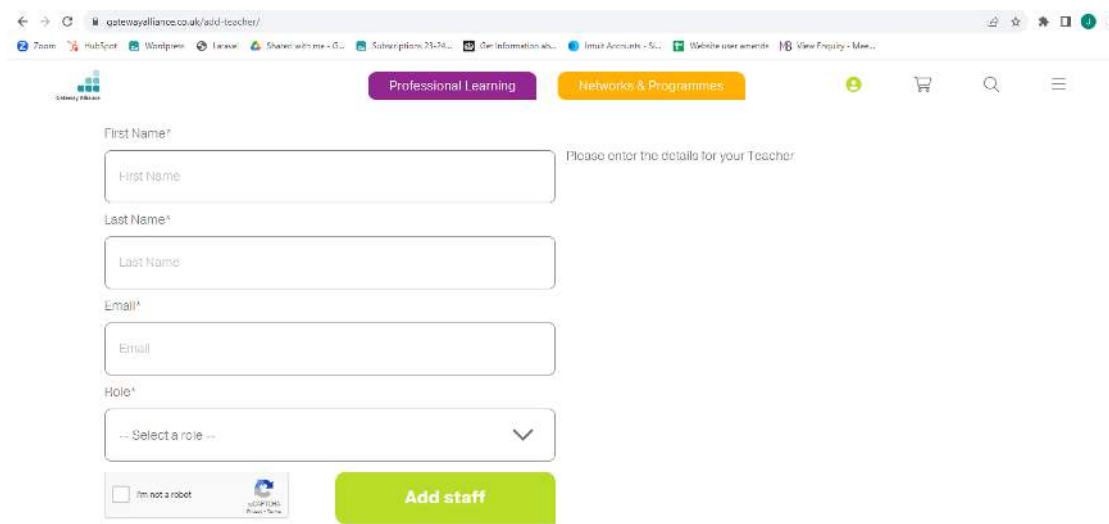
Your schools staff list on the members area of the Gateway Alliance is available to view only by your school staff registered on Gateway Alliance and the Gateway Alliance team. Both adding and removing staff are simple and straightforward but can only be performed by your schools superuser or headteacher. Please note; the superuser will not appear in the staff list unless you add them. They will, however, appear in the Account Details tab.

### Adding staff to your staff list

1. Login to your school's members area at [www.gatewayalliance.co.uk](http://www.gatewayalliance.co.uk) by clicking on the person icon in the top right corner.
2. Navigate to the Staff Tab. This shows you all your school's staff currently registered on our website.



3. Click the 'Add member of staff' button at the bottom of your staff list and complete the form entering the first and last name of the staff member, their email address and their role from the drop-down. Tick the 'I am not a robot' box and click 'Add staff'. The page will refresh and the new staff member will then be displayed in your staff list.

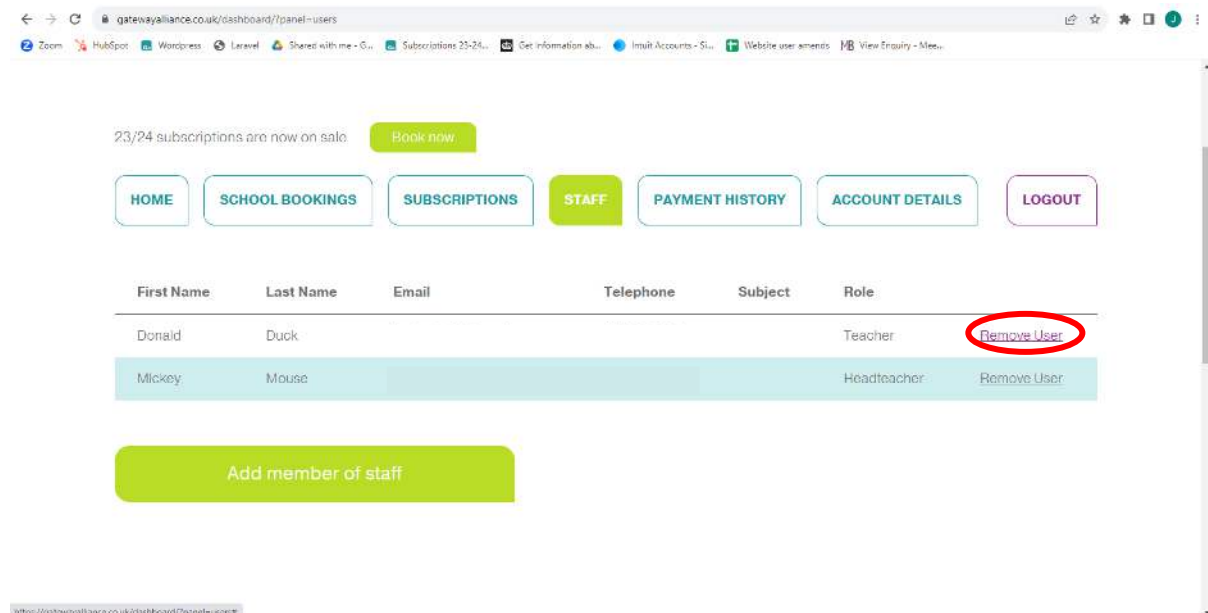




4. The staff member will now appear in your staff list under the staff tab and will also appear in the drop-down menu of staff on the school bookings tab when you need to assign a staff member to attend an event.
5. The staff member will receive an automated email from [info@gatewayalliance.co.uk](mailto:info@gatewayalliance.co.uk) informing them of their email and password (they can change their password by logging in, clicking on account details and adding their new password at the New Password field then clicking the Update Account button.) For face-to-face events they may also receive a further automated email asking them to advise us of any dietary or access requirements.

### Removing a member of staff from your dashboard

When a member of staff has left the school or you want to remove them from your school's members area for any other reason (such as a typo in their details), navigate to the Staff Tab, and click the Remove User button against the staff member you want to remove.



### Making Changes to Your Superuser or Headteacher

The details of Superusers and Headteachers can only be changed by our website development team. If you wish to change the superuser or have a new headteacher, please email [info@gatewayalliance.co.uk](mailto:info@gatewayalliance.co.uk) advising which role you need to make changes to and providing the new full name and email address.

The Gateway Alliance Team will forward this information to the website development team. It can take a few days for the changes to take effect. The Gateway Alliance Team will advise the new superuser / headteacher once the changes have been made. They will need navigate to [www.gatewayalliance.co.uk](http://www.gatewayalliance.co.uk) and click the login button and then lost password and enter their email address. A password will be sent to their email address and the new user can then login.