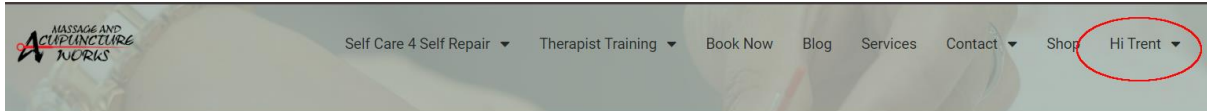


# Thank you for purchasing The Isolation Mobilisation Program for your team.

Below you will find instructions for managing your teams. To manage all aspects of your team, please log into Acupuncture Works. You will be redirected to your My Account page. If you are not Please click on **Hi Your Name** in the upper right corner of the menu bar.



## Inviting Members

Owners and managers can add members to their team by going to **My Account > Teams > Add Member**. From this page, the owner or manager can add users to the team in two ways:

- **Registration Link:** Any user that clicks this link can register for the team. The owner or manager can regenerate the link to deactivate the previous link. This method is quick and easy, but less secure.
- **Add Member:** The owner or manager can enter the user's email and role to add members to the team individually. This method is secure, but requires more manual work.

- [Back to Dashboard](#)
- [Members](#)
- [Add Member](#)
- [Team Settings](#)

This team has **8 seats remaining**. You can share your team registration link or manually add new members below.

### Registration Link

This registration link will allow members to register themselves for your team. Please use caution when sharing this, as it allows any visitor to add themselves to your team.

[REGENERATE LINK](#)

### Add Member

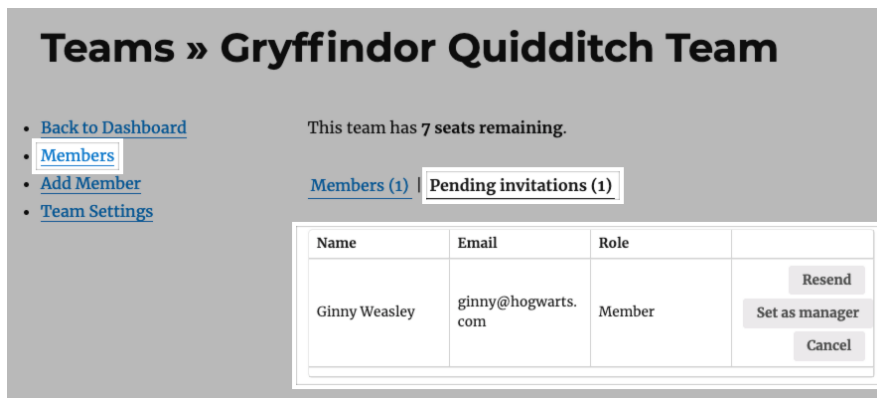
Enter member details - your team member will receive an invitation via email.

Email \*

Role \*

**ADD MEMBER**

The owner or manager can view pending invitations by going to **My Account > Teams > Members > Pending invitations**. From this page, the owner or manager can resend the invitation, cancel the invitation, or change the new user's role.



**Teams » Gryffindor Quidditch Team**

- [Back to Dashboard](#)
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This team has 7 seats remaining.

[Members \(1\)](#) [Pending invitations \(1\)](#)

Name	Email	Role	
Ginny Weasley	ginny@hogwarts.com	Member	<a href="#">Resend</a> <a href="#">Set as manager</a> <a href="#">Cancel</a>

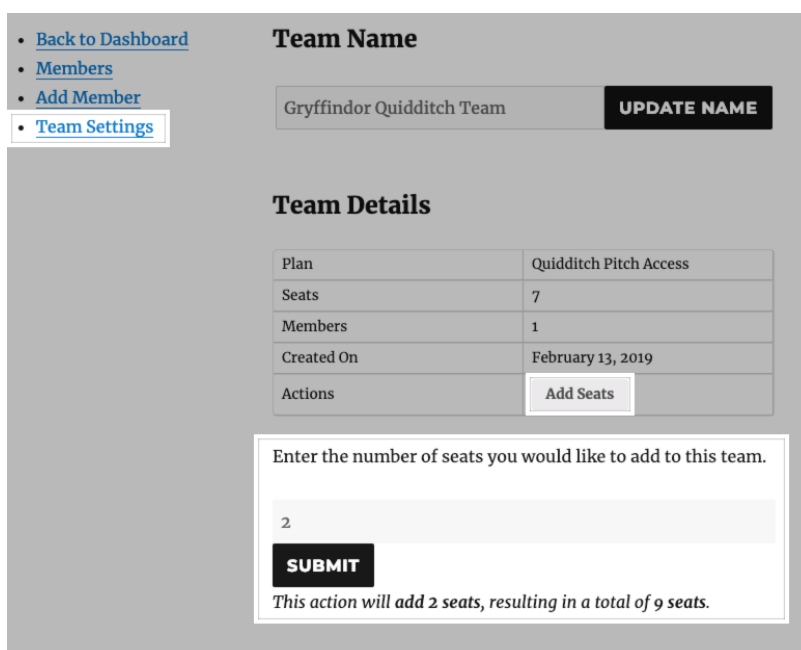
Once a user is invited to a team or selects the Registration Link, they can register for an account (if they haven't already done so) and join the team. The process varies for new users and existing users, but everyone must have an account @acupuncture-works.com.au before they can join the team.

When a member joins a team, they can access all the benefits and content associated with the team's membership plan. Members can view the membership perks from the **member area**.

## Adding Seats to a Team

Owners can add seats by following the steps below:

1. Go to **My Account > Teams > Team Settings**.
2. Click **Add Seats**.
3. Enter the number of seats you want to add to the team.
4. Click **Submit**.



[Back to Dashboard](#)

- [Members](#)
- [Add Member](#)
- [Team Settings](#)

**Team Name**

Gryffindor Quidditch Team [UPDATE NAME](#)

**Team Details**

Plan	Quidditch Pitch Access
Seats	7
Members	1
Created On	February 13, 2019
Actions	<a href="#">Add Seats</a>

Enter the number of seats you would like to add to this team.

2

[SUBMIT](#)

*This action will add 2 seats, resulting in a total of 9 seats.*

## Managing Billing

If the team membership expires, the team owner can renew the membership by going to **My Account > Teams > Team Settings** and selecting **Renew**. The team owner will then go through a checkout process for the new membership.

### Teams » Gryffindor Quidditch Team

- [Back to Dashboard](#)
- [Members](#)
- [Add Member](#)
- [Team Settings](#)

#### Team Name

Gryffindor Quidditch Team

#### Team Details

Plan	Quidditch Pitch Access
Seats	9
Members	2
Created On	February 13, 2019
Actions	<input type="button" value="Renew"/>