

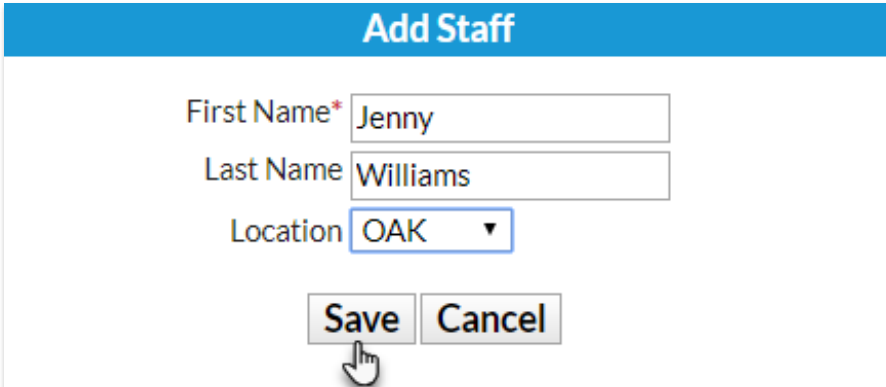
Add a Staff Member / Instructor

Last Modified on 06/06/2019 4:20 pm EDT

Adding staff / instructors to your database will allow you to assign instructors to classes.

To add a staff / instructor record:

1. Point to **Staff** in the menu bar and click **Add Staff**.
2. In the *Add Staff* pop-up window, add the staff member's **first & last** name and **email address**.
3. Select the *Location* where the staff primarily works. If they work at more than one - just pick their main Location.
4. Click **Save**.



The screenshot shows a pop-up window titled "Add Staff". It contains three input fields: "First Name*" with the value "Jenny", "Last Name" with the value "Williams", and "Location" with a dropdown menu showing "OAK". At the bottom of the form are two buttons: "Save" and "Cancel". A mouse cursor is pointing at the "Save" button.

5. You'll immediately be directed to the *Staff Summary* page. You can choose to enter additional information for this staff member now, but this is not necessary while going through Getting Started set up. Learn more about the Staff record in our Help article for [Staff/Instructors](#).
6. Click **Save Changes**.

Staff: Jenny Williams

← RETURN **SAVE CHANGES** DELETE

Clock-In Clock-Out Class Schedule (PDF) Add Time Log Class Calendar Weekly Schedule Email

Summary **Classes** Attendance Compensation Positions **Skills** Certifications Availability Misc Picture

Location: OAK

First Name: Jenny Middle Initial:

Status: Active Salaried:

Instructor: Yes Type: Full-Time

Public Nickname: Jenny Williams

Position: Pos2: Pos3:

Home Phone: Work Phone: Cell Phone:

Birth Date: mm/dd/yyyy

Address 1: Address 2:

City: State: Zip:

Email:

Emergency Contact:

Be sure to Save Changes if you add any additional information



quick tip!

Your staff can clock in and out with Jackrabbit's **Clock** feature. See our [Help](#) article on **Staff PINs** for additional information!