Add a Staff Member / Instructor

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**.

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 E... | Class Calendar | Weekly Schedule | Email |

| Summary | Classes | Attendance | Compensation | ... | 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

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