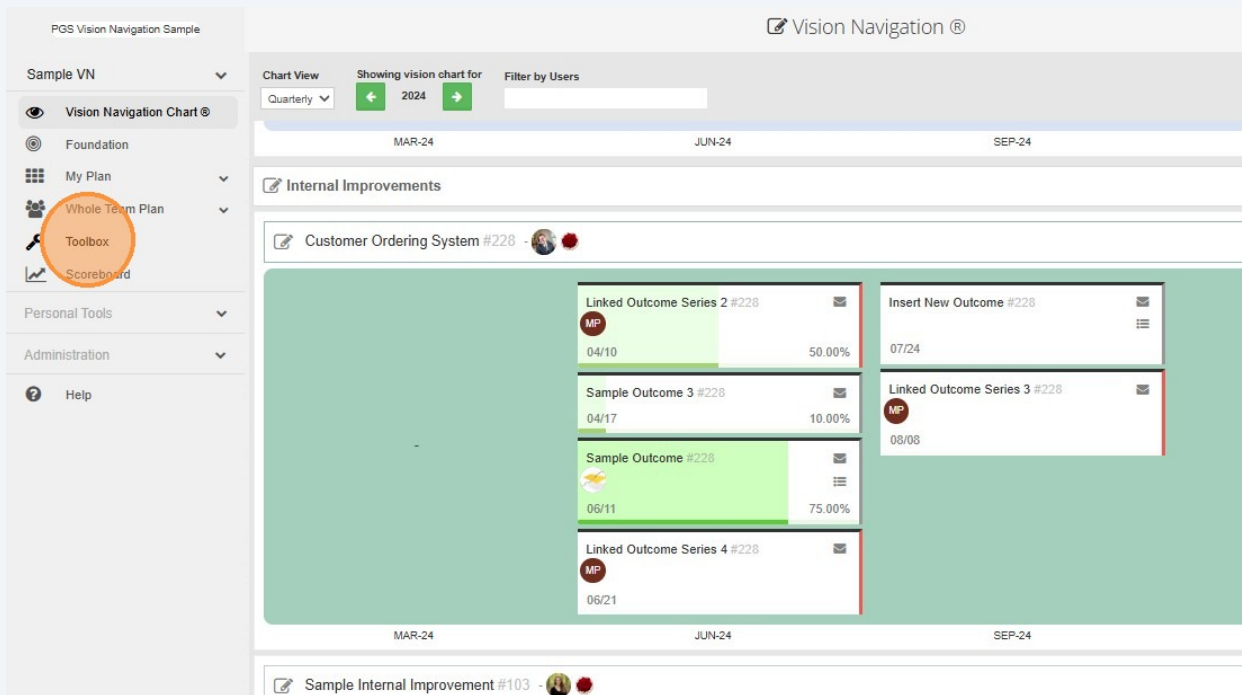


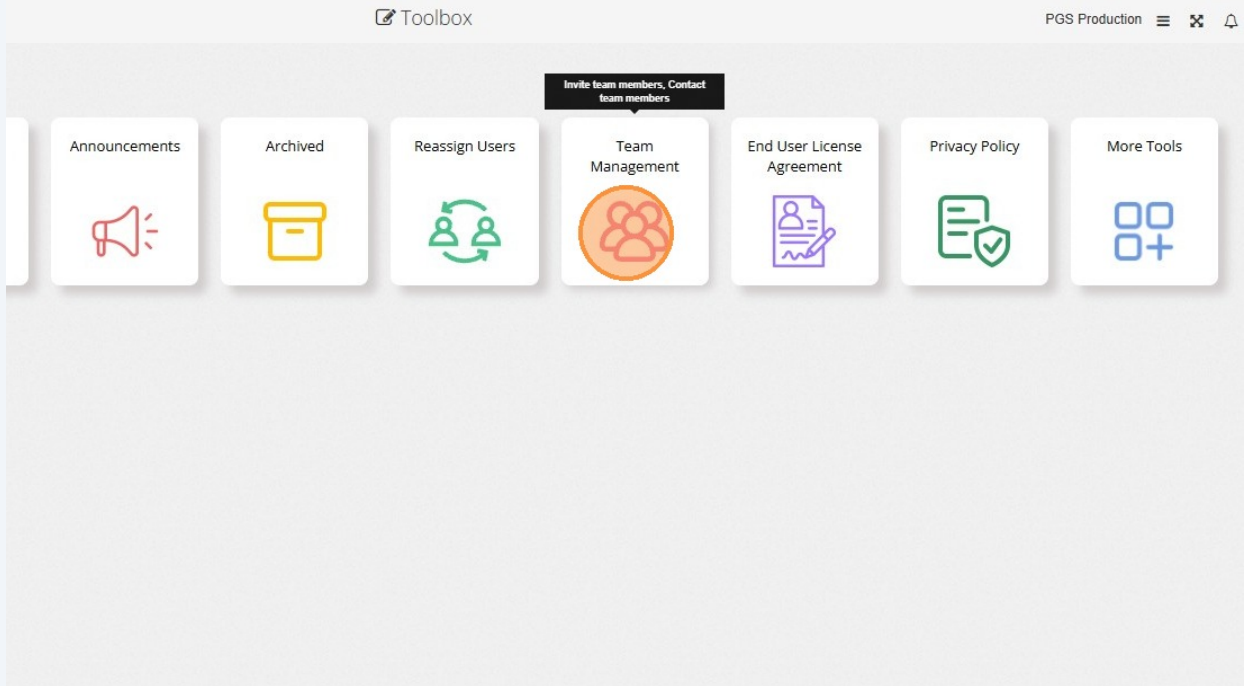
Add an Uninvited Team Member

Adding a team member as an uninvited participant can be helpful when you're just beginning to build your plan, or when that person doesn't need an active VN subscription to make edits. It's also a useful way to show project ownership and involvement for greater visibility to others. Team Members can be invited at a later time to participate and edit the plan.

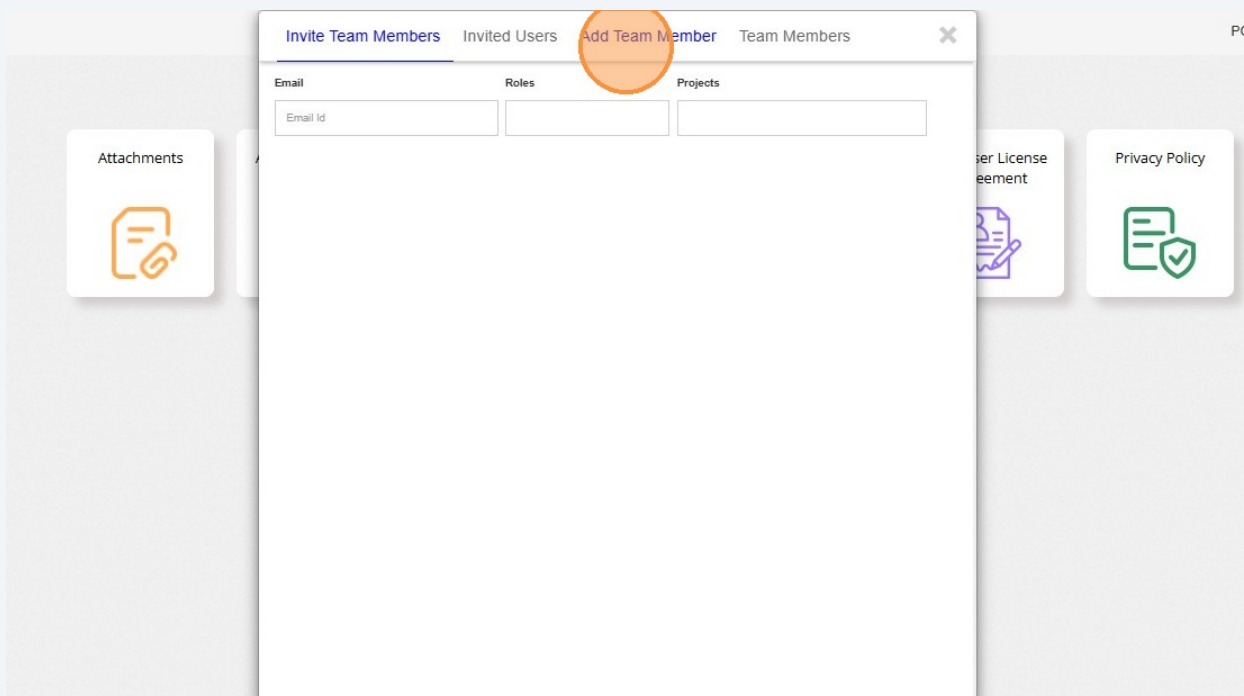
1 Click "Toolbox" in the menu column.



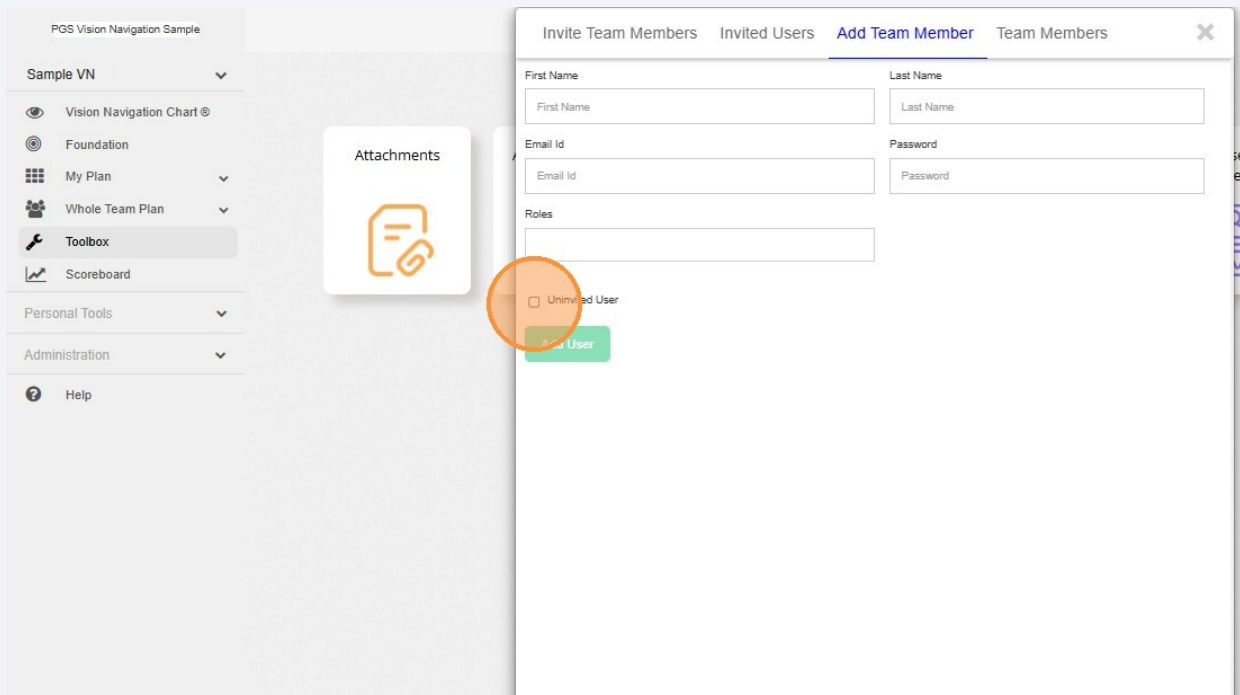
2 Click on Team Management.



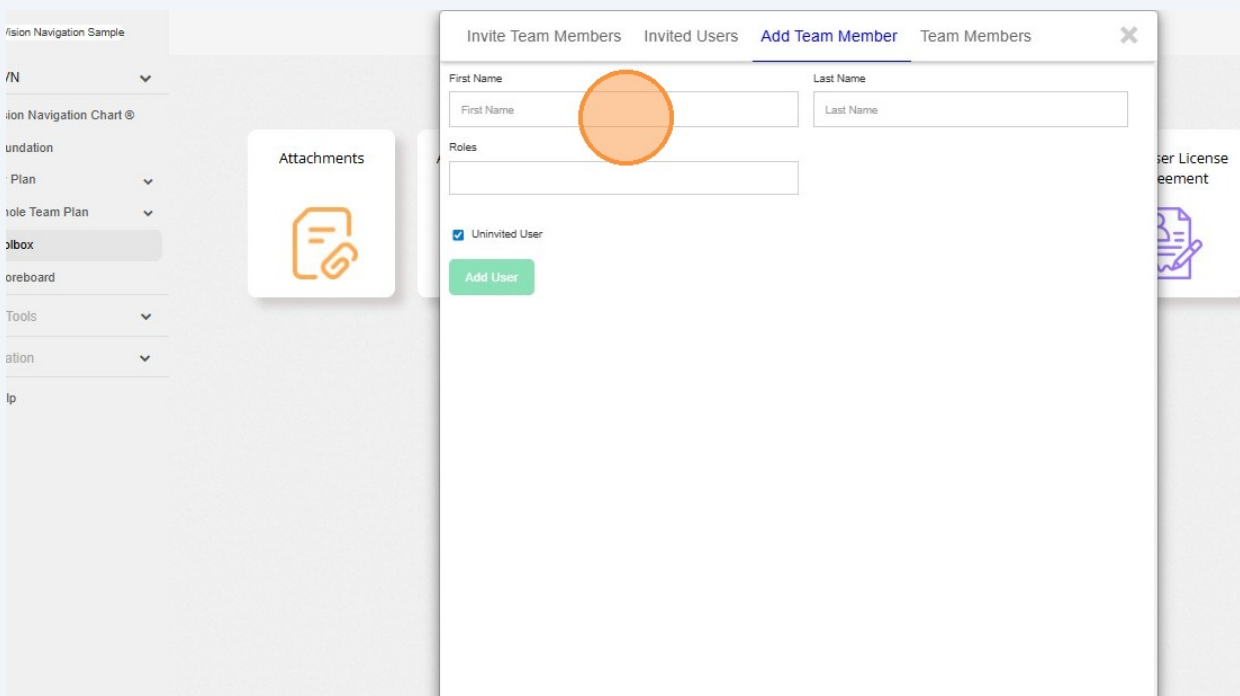
3 Click "Add Team Member"



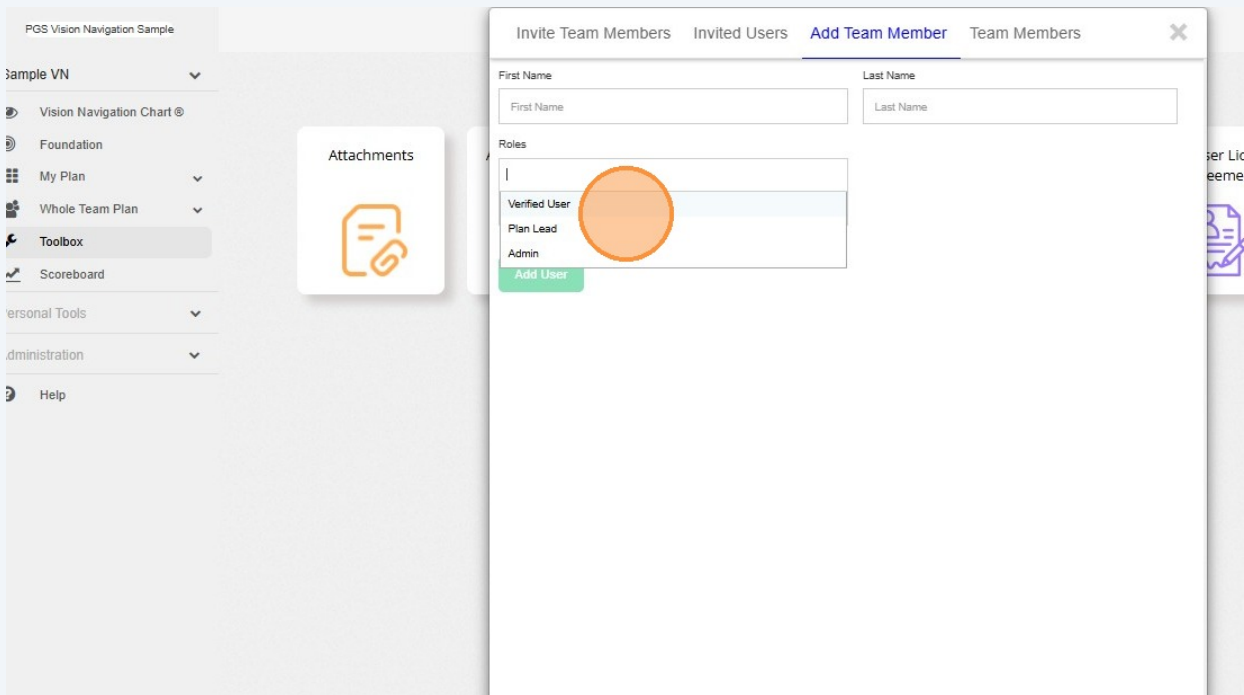
4 Click the "Uninvited User" field.



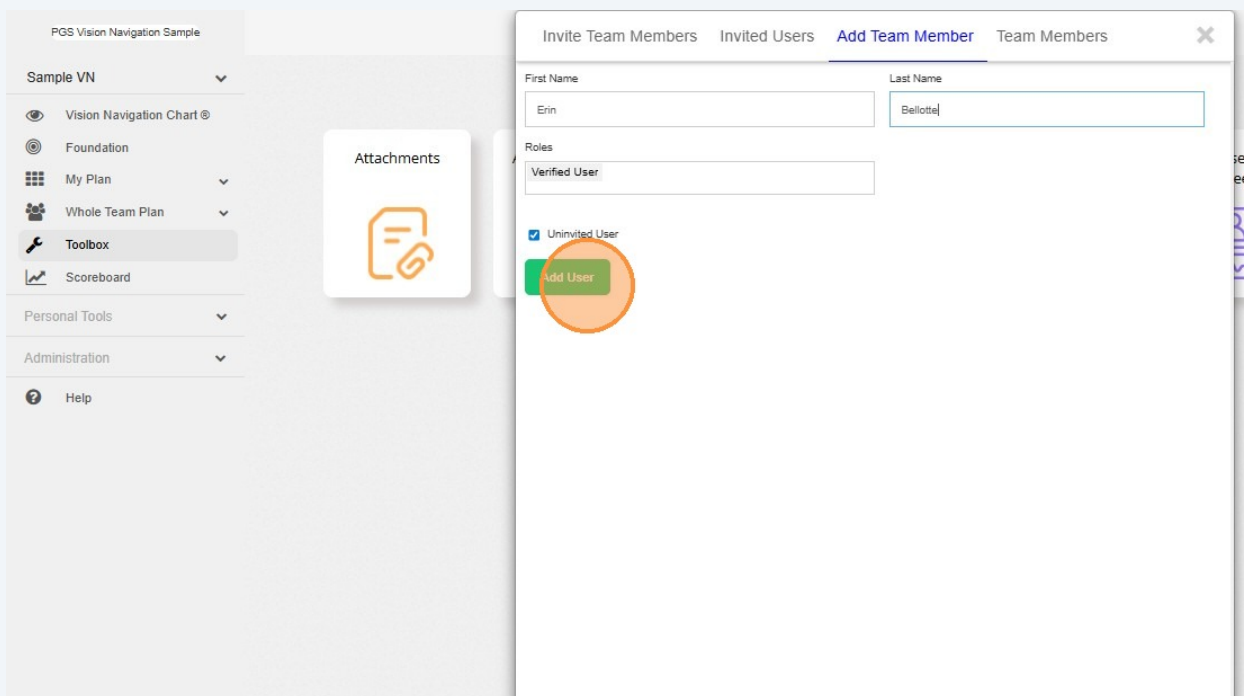
5 Enter the Team Member's First and Last Name



6 Under Roles, click "Verified User"



7 Click "Add User" to finalize adding the Team Member to the plan.



8

Click "x" to close out. All changes will be saved automatically.

