



### How to add a User to TickeTracker?

Try the following steps in order, one at a time:

1. In a browser on your computer: type [www.totalgatesolutions.com](http://www.totalgatesolutions.com) in the address bar.
2. Log in to TickeTracker using your username and password.
3. On the **Admin** menu, click **Users**, and click **Add User**.
3. Fill in all required field:
  - First Name**
  - Last Name**
  - E-Mail**
  - Username**
  - Password** (*The password must be 6 characters plus a special character. Example ! or ?*)
4. Select the type of **Role** this User will have.
  - Scanner Operator** (*This type of User is only has access to the scanning software*)
  - School Administrator** (*This type of User has access to the website and scanning software*)
5. Ensure that all required fields are completed and click **Save**.