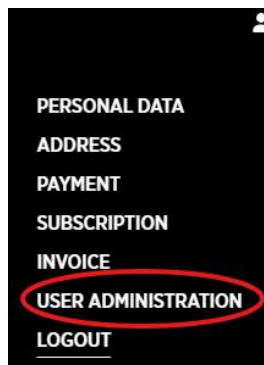


## User Administration

Manage members in your account with these steps:

### 1. Navigate to “Your Profile”

Select “User Administration” from within your profile or directly from the main menu.



### 2. View User Overview

This section shows the number of active users and remaining slots in your license.

To add a new user, click “Add New User.”

PERSONAL DATA	ADDRESS	PAYMENT
SUBSCRIPTION	INVOICE	USER ADMINISTRATION

TECH-Membership - 3-user license

Multi user product

Active Users: 0

Remaining: 3

Users Overview

SEARCH

#	First Name	Last Name	E-Mail	Code	Status	Activity
<span>+</span>	Add new user					

### 3. Create User Profile

Fill in the new member's **First Name**, **Last Name**, and **Email Address** (this will be used to invite them). Click **"Create"** to proceed.

PERSONAL DATA

ADDRESS

PAYMENT

SUBSCRIPTION

INVOICE

USER ADMINISTRATION

TECH-Membership - 3-user license

Multi user product

Active Users:

0

Remaining:

3

Users Overview

SEARCH

#	First Name	Last Name	E-Mail	Code	Status	Activity
	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="firstname.lastna"/>	<div>CREATE</div>		

## 4. Invite the Member

You can invite the member in three ways:

- (1) Automatic Email Invitation:** Click the **envelope icon** to send an email invitation to the registered email address.
- (2) Batch Invite:** If you've created multiple members at once, you can invite them all by clicking **"Invite All Users."** Confirm the action before sending the invitations.
- (3) Manual Invitation Code:** Copy the invitation code manually and share it as needed. Members can redeem their token at [www.tech-europe.org/connect](http://www.tech-europe.org/connect) or through the **"Register Token"** link in the footer of the website.

PERSONAL DATA

ADDRESS

PAYMENT

SUBSCRIPTION

INVOICE

USER ADMINISTRATION


The user was added successfully. ✓

TECH-Membership - 3-user license

Multi user product



Active Users: 1

Remaining: 2

Download invitation codes: 

Users Overview

SEARCH

#	First Name	Last Name	E-Mail	Code	Status	Activity
1.	First Name	Last Name	firstname.lastname@test.de	Q496-...(3)		(1) 

+

Add new user

(2) **Invite all users**

## 5. Remove a Member

To remove a member, click the **trash can icon** next to their name. Confirm the deletion in the new window.

*Note:* Removing a member immediately revokes their access to the platform and related events.

The screenshot displays the 'USER ADMINISTRATION' section of the TECH interface. At the top, there are tabs for 'PERSONAL DATA', 'ADDRESS', 'PAYMENT', 'SUBSCRIPTION', 'INVOICE', and 'USER ADMINISTRATION'. The 'USER ADMINISTRATION' tab is active, showing details for a 'TECH-Membership - 3-user license'. It indicates 'Multi user product' with 'Active Users: 1' and 'Remaining: 2'. A 'Download invitation codes' button is visible. Below this is the 'Users Overview' section, which includes a search bar and a table of users. A 'Delete user' dialog box is open in the center, asking for confirmation to delete a user, stating that the user will no longer have access to the account. The dialog has a 'PLEASE CONFIRM' button. The background shows a table with columns for '#', 'First Name', 'Last Name', 'code', 'Status', and 'Activity'. A '+ Add new user' button is at the bottom left, and an 'Invite all users' button is at the bottom right.

## 6. Need Assistance?

For additional questions or assistance, please contact [service@tech-europe.org](mailto:service@tech-europe.org).