User Administration
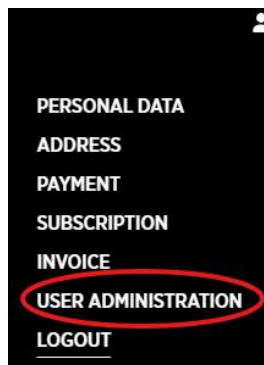
Manage members in your account with these steps:

1. **Navigate to "Your Profile"**
   Select "User Administration" from within your profile or directly from the main menu.

PERSONAL DATA
ADDRESS
PAYMENT
SUBSCRIPTION
INVOICE
USER ADMINISTRATION
LOGOUT

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
+ 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.

4. Invite the Member

You can invite the member in three ways:

a. **(1) Automatic Email Invitation**: Click the **envelope icon** to send an email invitation to the registered email address.

b. **(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.

c. **(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** or through the **"Register Token"** link in the footer of the website.

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.

PERSONAL DATA	ADDRESS	PAYMENT
SUBSCRIPTION	INVOICE	USER ADMINISTRATION

TECH-Membership - 3-user license

Multi user product

Active Users: 1
Remaining: 2
Download invitation codes:

Users Overview

SEARCH

Delete user ×

By deleting, the user will no longer have access to the account.

PLEASE CONFIRM

#	First Name	Last Name		de	Status	Activity
1.	First Name	Last Name		496-...		

+ Add new user

Invite all users

6. Need Assistance?

For additional questions or assistance, please contact service@tech-europe.org.