

# Adding an additional user

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If you have a client who requires an additional user on their account, e.g. treasurer or secretary for a football club, then it's easy to add them within BookingsPlus.

There is no limit to the number of additional users. To add an additional user, Go to the **Clients** tab, search the client and Click **View**. Scroll down to the **Client User Logins**:

Client User Logins					
ID	Name	Roles			
<a href="#">#13652</a>	Club Secretary	booking	<a href="#">Resend Welcome Email</a>	<a href="#">Edit User</a>	<a href="#">Unlink User</a>
<a href="#">#14604</a>	Finance Team	billing	<a href="#">Resend Welcome Email</a>	<a href="#">Edit User</a>	<a href="#">Unlink User</a>
<a href="#">#11691</a>	John James	booking, billing	<a href="#">Resend Welcome Email</a>	<a href="#">Edit User</a>	<a href="#">Unlink User</a>
<a href="#">#14750</a>	Tim Tyler	booking, billing	<a href="#">Resend Welcome Email</a>	<a href="#">Edit User</a>	<a href="#">Unlink User</a>

[New Client User](#)

Click [New Client User](#) and fill in details on the pop-up. Select between Booking/Billing or both and click to Save.

**Adding a User to Client Grange Park FC (WK)**

First name

Last name

Email

**Email Notification Roles**

Booking  
 Billing

Saving new user will automatically send welcome email.

[Save](#) [Close](#)

Once saved, the user will automatically receive an email with their password and instructions on how to log onto BookingsPlus.

If a user is no longer associated with a club, simply click [Unlink User](#) . This will remove their access to the client account.