ADDING USERS TO ORGANIZATION ACCOUNT – MEDIA

PLEASE NOTE THAT THESE INSTRUCTIONS MUST BE COMPLETED BY THE BOUND ACCOUNT USED TO CREATE THE ORIGINAL MEDIA ORGANIZATION ACCOUNT.

1. Go to <u>https://www.sdhsaa.com</u> and click the gray "Media Login" button in the top right corner of the page.

| South Dakota Interscholastic Athletic | | A.A | | Coad | ch & AD Log | in Of | ficial Login N | /ledia Login | и | |
|---------------------------------------|--|----------|---------------|--------------|-------------|-----------|----------------|----------------|----------|---|
| | | | Sportsn | nanship | | | | | | • |
| | | | click image t | o learn more | | | | | | |
| SOUTH BARDTA HIGH | | About Us | Athletics | Fine Arts | Forms | Officials | Media | Awards & Honor | s Search | |

2. Login to the Bound account that originally created the media account by whichever means you created the account (either using Apple, Google, or email address/password) and then click the "MY DASHBOARD" button.

| Bound Media Account |
|------------------------------------------------------------------------------------------------------------------|
| Already have a Bound Media account? Log in to your dashboard using the same email you created your account with. |
| MY DASHBOARD |

3. From your Media Dashboard, click the "Staff" link under the 'Media' heading in the light gray area.

| Media | \equiv Dashboard | | | | |
|---------------------------------------------|------------------------------------------------|--|--|--|--|
| A Dashboard | Aaron Test | | | | |
| Staff Settings | Aaron Test | | | | |
| • | Welcome to your Varsity Bound Media dashboard. | | | | |

4. Click the "Send Invite" button in the top-right corner of the screen.

| ► A | Media Dashboard Staff | Current: 2023-24 - | | Send Invite |
|--------|-------------------------|--------------------|-------|-------------|
| | Settings | Users | | |
| | | Name | Email | Access |

5. Enter user's email address, access role (Admin or Assistant), and then click "Send Invitation".

| Media | |
|-------------|---------------------------------------------------------|
| A Dashboard | Aaron Test |
| 🚳 Staff | 1 Email |
| Settings | |
| | Enter Email |
| | 2 Media Account Access |
| | 3 Send |
| | 2 Media Account Access3 Send |

| Media Dashboard Staff Settings | New Invite Aaron Test Imail Media Account Access Admin Access to all features and permissions for your media account. Access to all features and permissions for your media account. Send |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Media Deshboard Staff Settings | New Invite Aaron Test 1 Email 2 Media Account Access 3 Send |

Subject

Body

Join Aaron Test on Varsity Bound

Send Invitation

Aaron Magnuson has invited you to join Aaron Test on Varsity Bound.

| 6. | User will receive an email invitation to join your media organization on Bound. S/he simply needs to click the "Join Now" |
|----|---------------------------------------------------------------------------------------------------------------------------|
| | link in the email and follow the instructions HERE to create his or her account on Bound. |