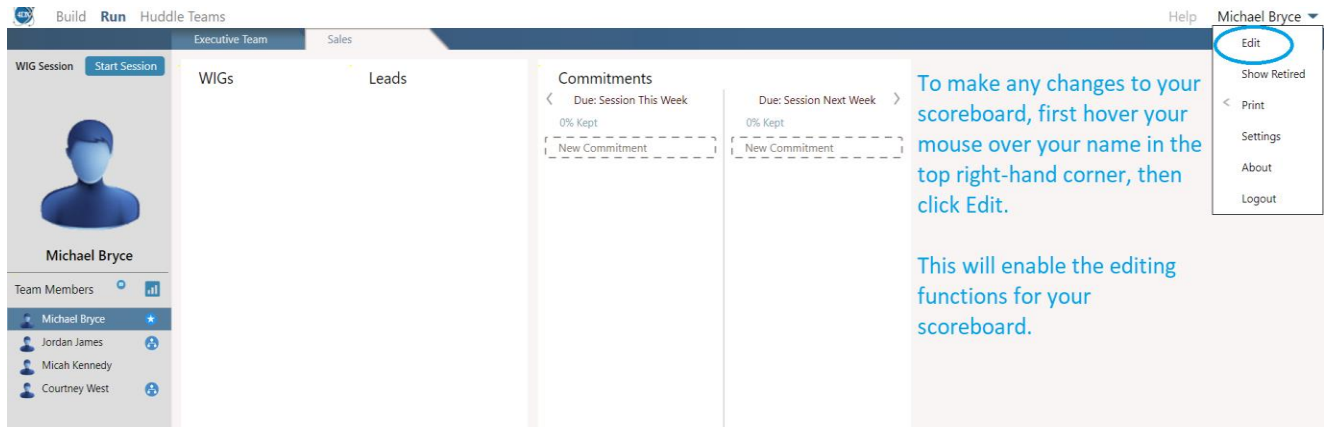
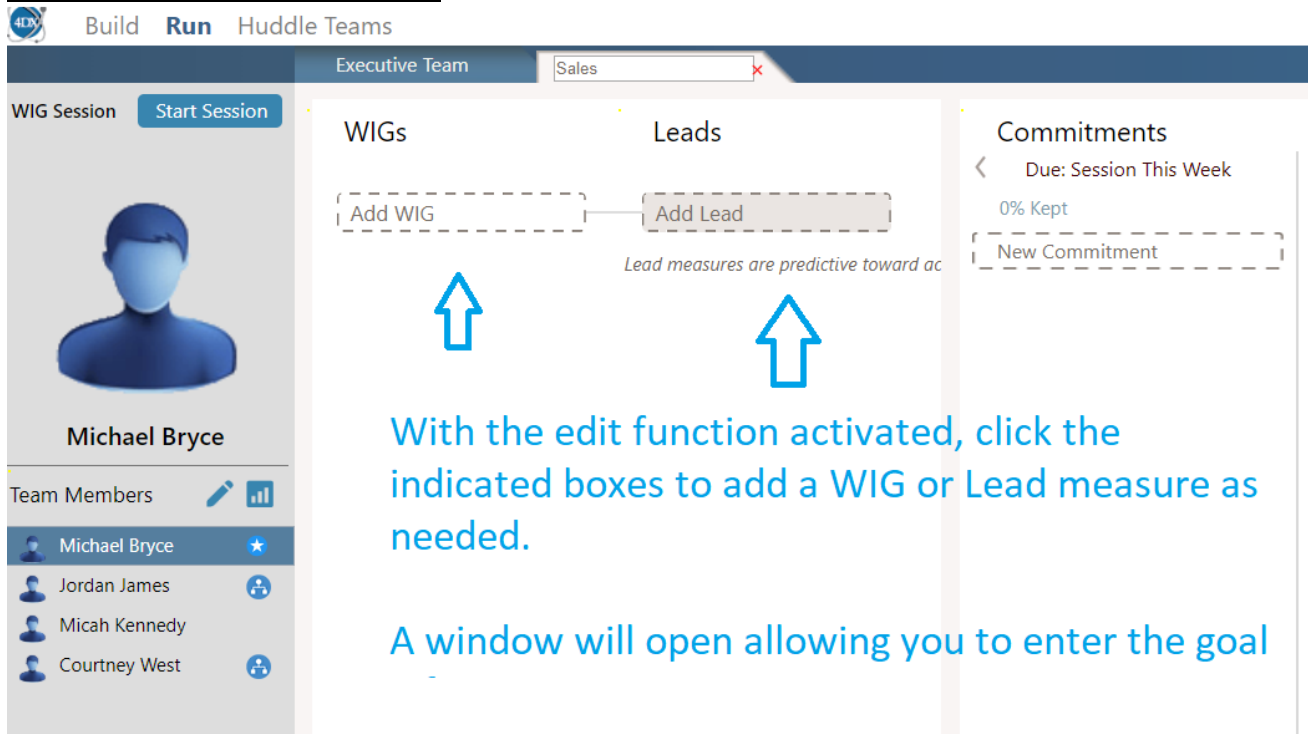


Editing Your Scoreboard: Team Leader functions
This first step is KEY, see the screenshot below

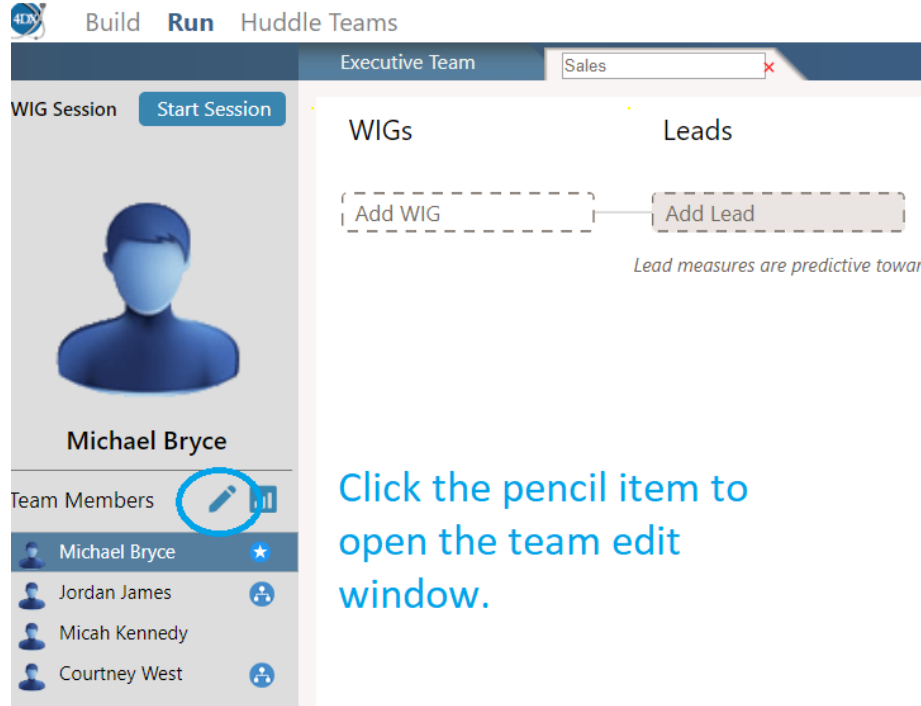


Adding a WIG or Lead Measure



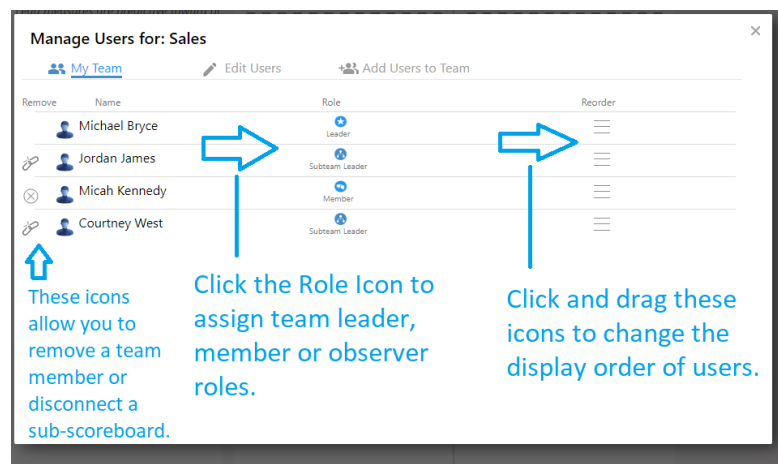
For instructions on entering goal information, see the videos in the 'Build' section of the site, in the 'Create' row. To edit an existing goal, click on it to bring up the edit options.

Adding or Editing team members



The screenshot shows the 'Executive Team' section for 'Sales'. On the left, a profile for Michael Bryce is visible with a 'Start Session' button. Below the profile is a 'Team Members' list containing Michael Bryce, Jordan James, Micah Kennedy, and Courtney West. A blue circle highlights a pencil icon next to Michael Bryce's name. To the right, there are 'WIGs' and 'Leads' sections with 'Add WIG' and 'Add Lead' buttons. A note below reads 'Lead measures are predictive toward...'. A blue text overlay with an arrow pointing to the pencil icon says: 'Click the pencil item to open the team edit window.'

Remember, the pencil icon will not show if you do not have the 'Edit' function activated. To manage user roles or to remove team members, use the 'My Team' tab.



The screenshot shows the 'Manage Users for: Sales' dialog box. It has tabs for 'My Team', 'Edit Users', and 'Add Users to Team'. A table lists team members with their roles and reorder icons. Blue arrows point to the role icons and reorder icons with explanatory text.

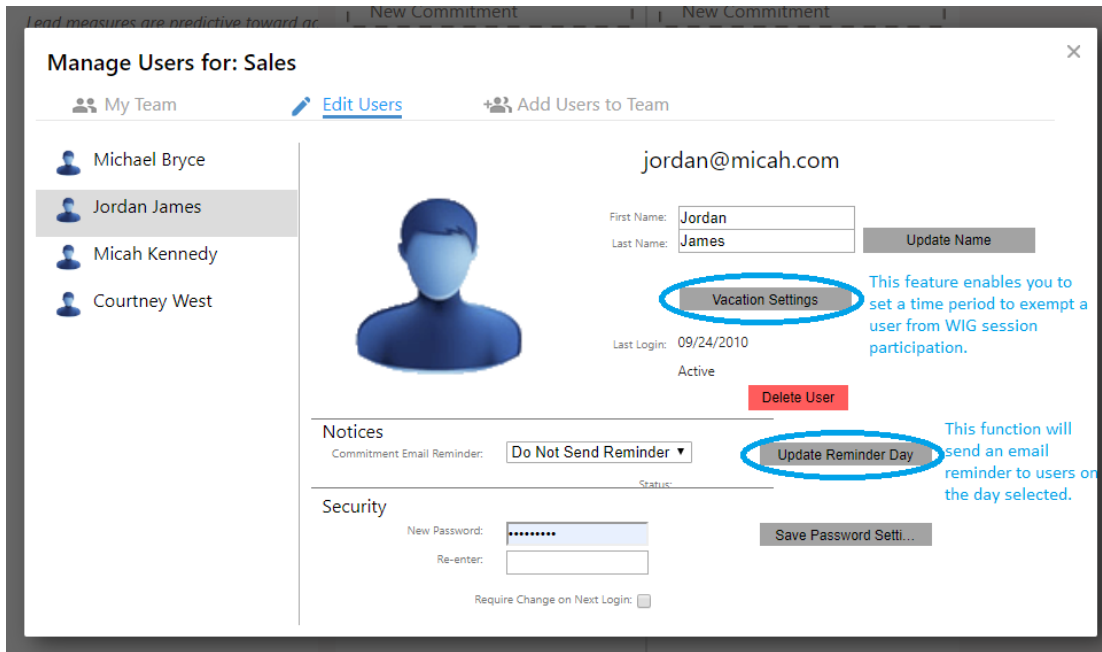
Remove	Name	Role	Reorder
	Michael Bryce	Leader	☰
	Jordan James	Subteam Leader	☰
⊗	Micah Kennedy	Member	☰
	Courtney West	Subteam Leader	☰

These icons allow you to remove a team member or disconnect a sub-scoreboard.

Click the Role Icon to assign team leader, member or observer roles.

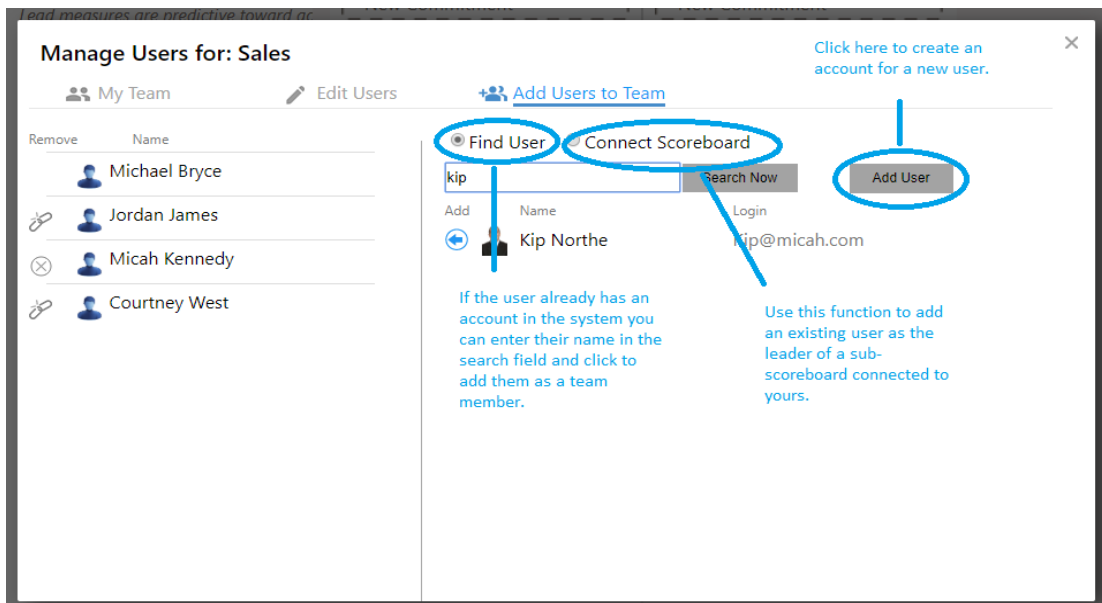
Click and drag these icons to change the display order of users.

To edit information for an individual, click on the 'Edit Users' button and select the person you wish to edit.



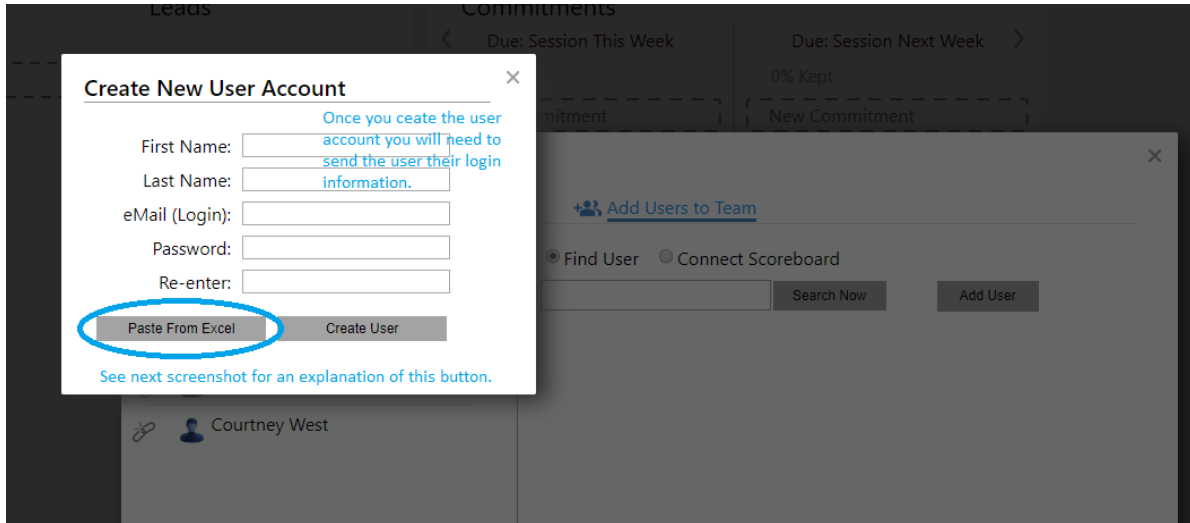
The screenshot shows the 'Manage Users for: Sales' interface. On the left, a list of team members includes Michael Bryce, Jordan James (selected), Micah Kennedy, and Courtney West. The main area displays the profile for Jordan James (jordan@micah.com) with fields for First Name (Jordan) and Last Name (James), an 'Update Name' button, and a 'Vacation Settings' button circled in blue. A tooltip explains that this feature allows setting a time period to exempt a user from WIG session participation. Below this is a 'Delete User' button. The 'Notices' section shows a 'Commitment Email Reminder' dropdown set to 'Do Not Send Reminder' and an 'Update Reminder Day' button circled in blue, with a tooltip stating it will send an email reminder on the selected day. The 'Security' section includes fields for 'New Password' and 'Re-enter', a 'Save Password Settings' button, and a 'Require Change on Next Login' checkbox.

To add new users to the team, select the 'Add Users to Team' button.



The screenshot shows the 'Manage Users for: Sales' interface with the 'Add Users to Team' section active. On the left, a list of team members is shown with 'Remove' icons. The main area features a 'Find User' button circled in blue, a search input field containing 'kip', a 'Search Now' button, and a 'Connect Scoreboard' button circled in blue. A tooltip explains that if a user already has an account, their name can be entered in the search field to add them as a team member. Below the search results, a user 'Kip Northe' is listed with a 'Name' field and a 'Login' field containing 'kip@micah.com'. An 'Add User' button is circled in blue, with a tooltip explaining its use for adding an existing user as the leader of a sub-scoreboard. A link at the top right says 'Click here to create an account for a new user.'

To add one new user:



To add a list of new users, use the 'Paste from Excel' function:

