Add a Group Member or Leader
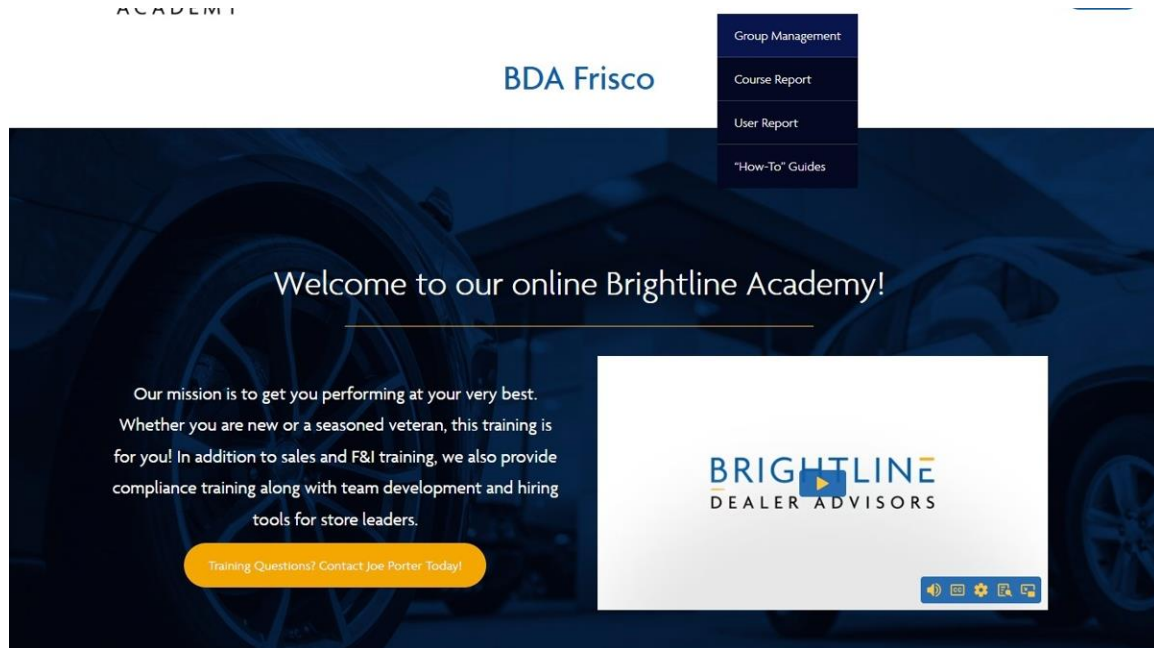
1. Login to the Academy webpage and select Group Management.

2. Select the location.

BRIGHTLINE ACADEMY

Compliance   Training Videos   Register For F&I Training   Management ⌄

Group: BDA Test Group

Group C
5 Courses

| | BDA Test Group |
| — BDA Frisco |
| — BDA Test Location - Anaheim |

Enrolled
3 Users
297 Seats re...

Users ⌄   Reports ⌄

Search by name, email, status or key

	First name	Last name	Email	Status	Key
☐	April Test	Learner	aprillearner@bda.com	Not Started	e619cb8120
☐	john	muskovac	jmuskovac@brightlinedealer.com	Not Started	d816f75de0
☐	Kristin	Stentiford	kstentiford@brightlinedealer.com	Not Started	897b9ff759

Show 50 ⌄ entries   First   Previous   1   Next   Last   Showing page 1 of 1

3. To add a Team Member, lick "Users" under the "Enrolled Users" title.

Group: — BDA Frisco

Group Courses
9 Courses

Enrolled users
32 Users
68 Seats remaining / 100 Total Seats

Users ⌄   Reports ⌄

Search by name, email, status or key

	First name	Last name	Email	Status	Key
☐	Aaron	Kelly	akelly@brightlinedealer.com	In Progress	920b6a75f8
☐	Albert	Franco	afranco@brightlinedealer.com	In Progress	2a8834e424
☐	Bryce	Lane	blane@brightlinedealer.com	In Progress	269d5bacfb
☐	Chris	Plaza	cplaza@brightlinedealer.com	In Progress	2d1c21d4a5
☐	Damian	Marchitello	dmarchitello@brightlinedealer.com	In Progress	ac0a07dbbd
☐	Denny	Lecher	dlecher@brightlinedealer.com	In Progress	2bc7e941c0
☐	Gabe	Aldrete	galdrete@brightlinedealer.com	In Progress	2c78a5494b

4. You can add one, multiple, upload, etc. Your choice!

5. Fill in the information needed and click "add user." An automatic email will be sent to the user.

6. Click "Close"

7. To add a Group Leader, follow the same steps under the "Group Leaders" section.

8. Fill in information needed and click "add group leader." An automatic email will be sent to the user.