



Invite a team member

- **Step 1:** Go to <https://cms.mobietrain.com/>
- **Step 2:** Login with the email and password previously chosen for the application
- **Step 3:** Under the User Management tab there are 2 options to invite a new user:

Invite User (email) ou Create User

+ Invite user

If your user has an email or phone number, you can send an invitation and the user will set the password.

The mandatory fields to be filled in are :

- First name / Last name / E-mail / Position
- User Group: **Default Group**
- Store
- Invitation Language

+ Create user

If your user doesn't have an e-mail or phone, you can quickly set up a username and a password and share it.

The mandatory fields to be filled in are :

- First name / Last name / Position
- User Group: **Default Group**
- Store

You must then copy/paste the login & password to share with your team member

User login details

Username
MHavet_425

Password
E8j9k

Close

User Group

- You must always make sure that a new user is linked to the **Default Group**, otherwise the courses will not be visible in the application
- Check your own user profile to see if a second group is assigned to your store. If this is the case then you should also add this group to your team members.

Admin

Sport Voswinkel Gmb

Field

Default Group