# Add staff

Visit [www.nds.org.au](http://www.nds.org.au)

1. In the top right hand corner of the screen, click ‘**Login**’
2. Click ‘**Account & Membership**’
3. Click ‘**Our staff**’ from the menu under the ‘**My membership**’ section
4. To add someone click ‘**Add staff member**’

NB: If there is already staff added you will see them listed along with their access roles etc.

1. Enter the details of your staff member and press ‘**Submit**’
2. Your entry will be saved and the message ‘**New member added**’ will appear.

NB: You can also edit staff member details or remove them from the list. Click the staff member’s name and then on either the ‘Remove’ or ‘Edit’ button.