

## Patient Opinion Subscriber Guide: Adding members to a subscription

To add a new member to a subscription you have to be an **Administrator**.

1. Log on to Patient Opinion (www.patientopinion.org.au)
2. Click “members” on the top yellow bar
3. Click the “add new member” button
4. Add new member’s information
5. Once you have done this simply click “add” and the new member will be sent an email with their log in details

The screenshot shows the top navigation bar of the Patient Opinion website. The navigation bar includes links for 'Good morning Sarah!', 'Murrumbidgee Medicare Local Limited', 'Stories', 'Members', 'Subscriber view', and 'Help'. A callout box labeled 'Log in here' points to the 'Log out' button in the top right corner. Below the navigation bar, there is a section for 'PATIENT OPINION AUSTRALIA BE HEARD.' with a search bar and a 'Search' button. A callout box labeled 'Click “members” to view everyone in your subscription' points to the 'Members' link in the navigation bar. Below the search bar, there is a section for 'Murrumbidgee Medicare Local Limited Sarah Stevens Subscriber support • Patient Opinion'. A callout box labeled 'Click here to add new member’s information' points to the 'Add a new member' button.

The screenshot shows the 'Add a new member' form. The form is divided into two columns: 'This information is required' and 'This information is optional'. The 'required' section includes fields for 'First name', 'Last name', 'Email of the new member', and 'Role of the new member' (a dropdown menu with 'Subscriber' selected). There is also a checkbox for 'Add an alert for all stories in the subscription'. The 'optional' section includes fields for 'Job title', 'Department', 'Organisation', 'Phone', and 'What this person does, in plain language'. An 'Add' button is located at the bottom left of the form. A callout box labeled 'Click here to add new member to your subscription' points to the 'Add' button.