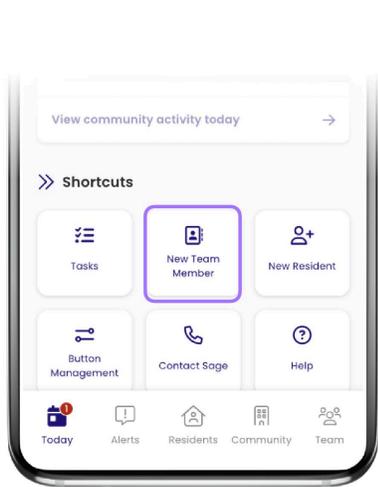# Adding Staff

Add new staff members to Sage by following the steps below.
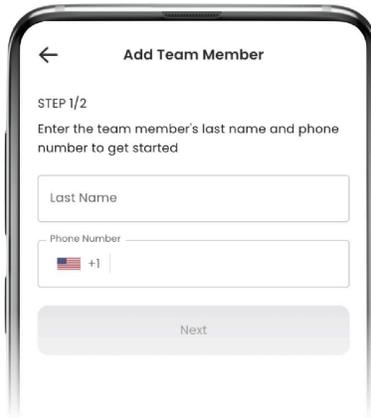
If you have any issues adding staff to your community, please reach out by calling Sage Support **(856.329.7813)** or email **support@sagehealth.com**
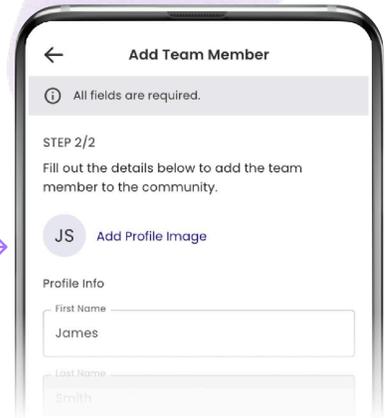
> To add staff to your community, you must first have Management Admin access. **Please refer to the Manager Permissions resource materials to learn more.**
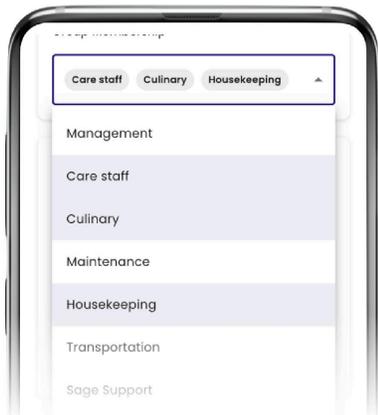
From the Today tab, tap the **'New Team Member'** shortcut.

Check if the care team member has an existing profile using the care team members **Last Name and Mobile Phone Number**.

If there's no profile found, finish entering all relevant care team member information.

Enter the care team members job title and add Group Membership/s. **All care team members must be added to the Care Group to be able to monitor resident alerts.**
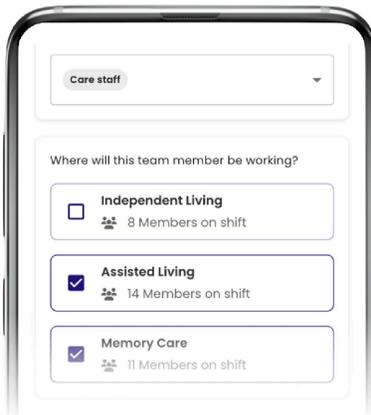
Select where the care team member will be monitoring alerts for their first shift. This selection can be updated when they log in for the first time.
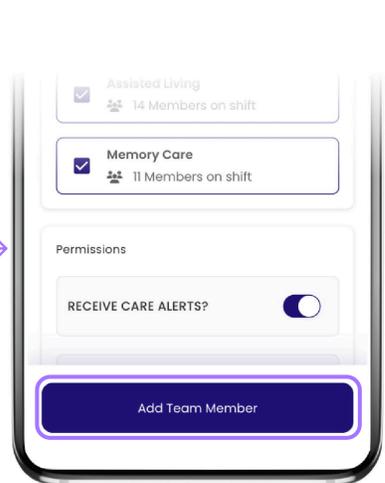
Tap the **'Add Team Member'** button to create the user profile. The care team member now has access to Sage.