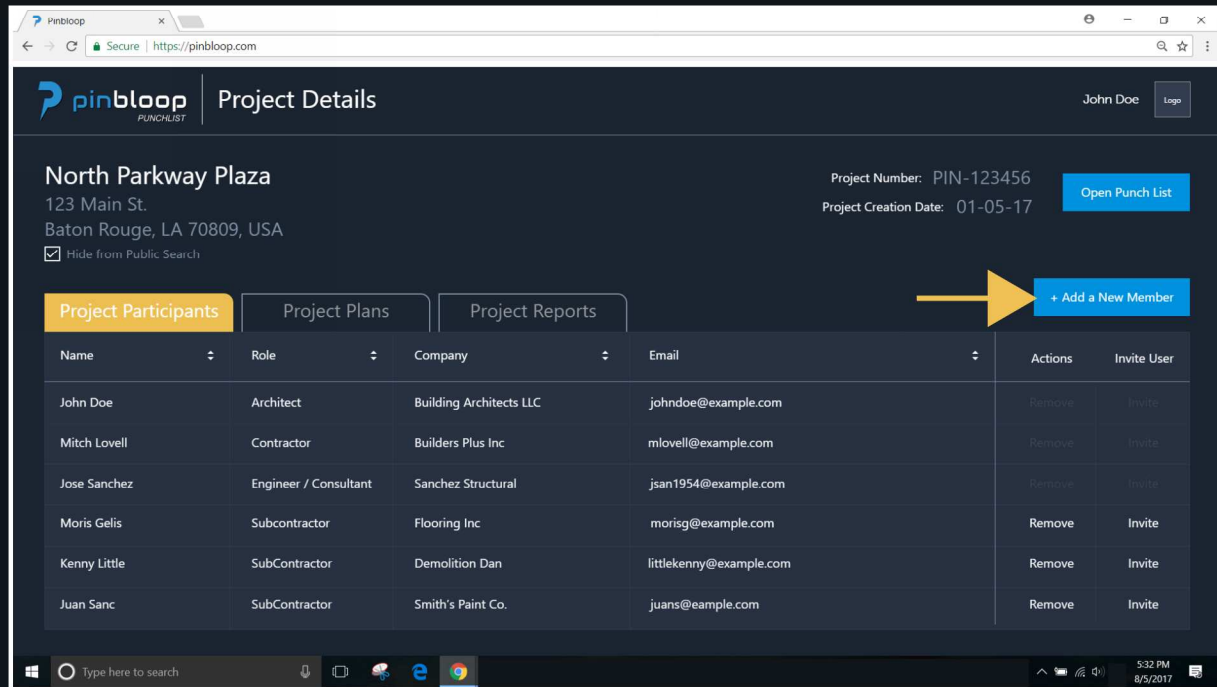


# How To PDF Guide - Web App

## Add Project Participants

### Step 1:

Navigate to the Project Participants tab and click on + Add a New Member



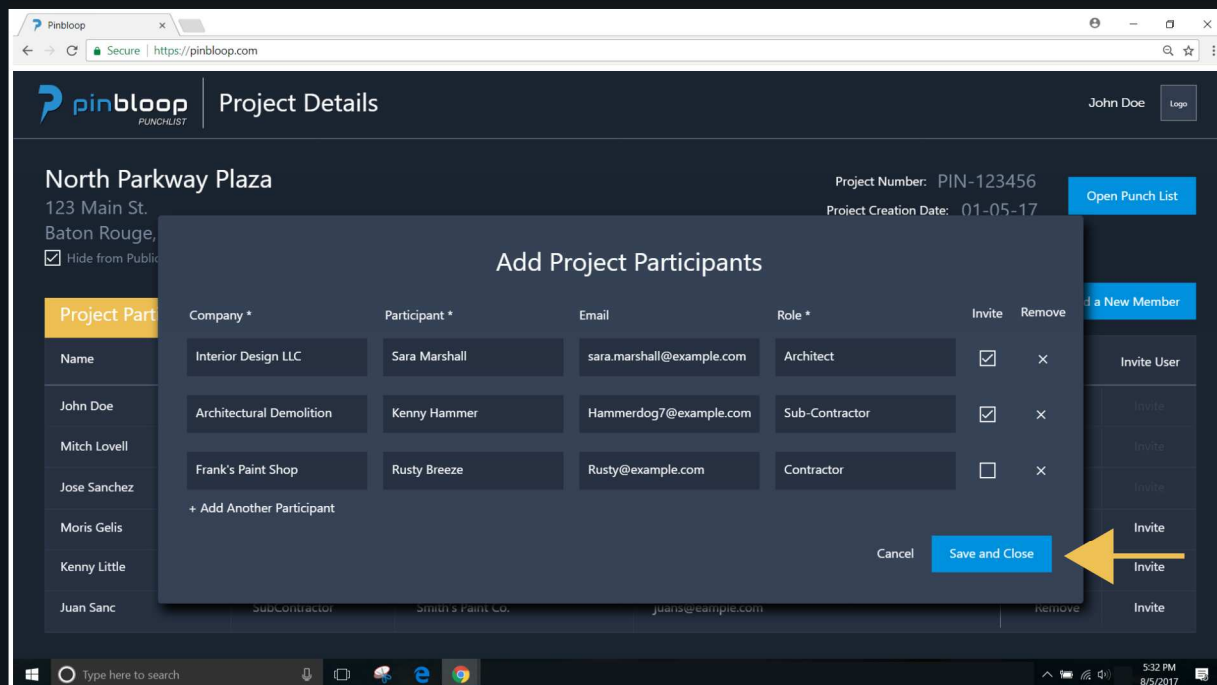
The screenshot shows the 'Project Details' page for 'North Parkway Plaza'. The 'Project Participants' tab is selected. A table lists existing participants with columns for Name, Role, Company, Email, and Actions. A yellow arrow points to the '+ Add a New Member' button in the top right corner of the participants section.

Name	Role	Company	Email	Actions	Invite User
John Doe	Architect	Building Architects LLC	johndoe@example.com	Remove	Invite
Mitch Lovell	Contractor	Builders Plus Inc	mlovell@example.com	Remove	Invite
Jose Sanchez	Engineer / Consultant	Sanchez Structural	jsan1954@example.com	Remove	Invite
Moris Gelis	Subcontractor	Flooring Inc	morisg@example.com	Remove	Invite
Kenny Little	SubContractor	Demolition Dan	littlekenny@example.com	Remove	Invite
Juan Sanc	SubContractor	Smith's Paint Co.	juans@eample.com	Remove	Invite

### Step 2:

Enter participants that you wish to add to the project.

\*\* The required fields are marked with an Asterisk \*\*



The screenshot shows the 'Add Project Participants' modal open over the project details. The modal contains a table with columns for Company, Participant, Email, Role, Invite, and Remove. A yellow arrow points to the 'Save and Close' button at the bottom right of the modal.

Company *	Participant *	Email	Role *	Invite	Remove
Interior Design LLC	Sara Marshall	sara.marshall@example.com	Architect	<input checked="" type="checkbox"/>	×
Architectural Demolition	Kenny Hammer	Hammerdog7@example.com	Sub-Contractor	<input checked="" type="checkbox"/>	×
Frank's Paint Shop	Rusty Breeze	Rusty@example.com	Contractor	<input type="checkbox"/>	×