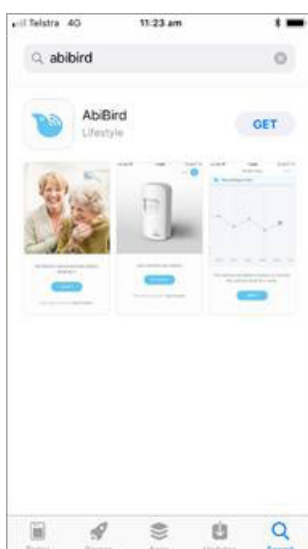# How to
Add Secondary Carers

AbiBird®

You can add secondary carers to your AbiBird account so they also receive activity reports and notifications to their phone. You will always be the primary AbiBird account holder.

To add secondary carers to your AbiBird account, you need to:
1. Have the secondary carer download the AbiBird app
2. Access Members page on your phone
3. Add secondary carer

Step 1: Have the secondary carer download the AbiBird app

Ask the secondary carer to download the AbiBird app to their phone and create an AbiBird account. Remember, they will need to verify their email address. (See guide: *How to Download AbiBird App and Create AbiBird Account*).
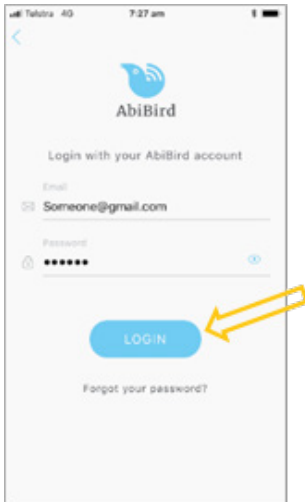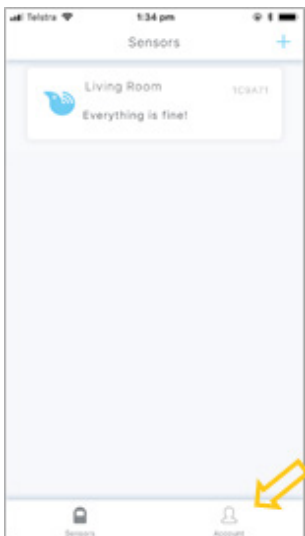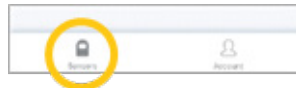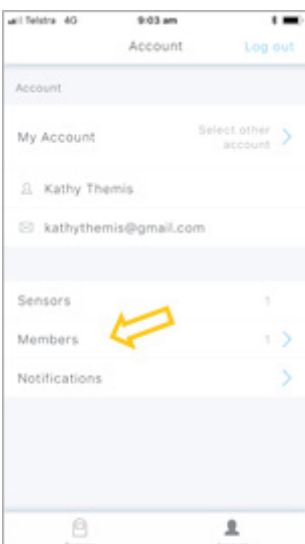
Step 2: Access Members page on your phone

Login to AbiBird with your username (email) and password.
The *Sensors* menu will open.

NOTE: If you are already in the AbiBird app you can access the *Sensors* menu by selecting the **Sensors** icon (bottom left).

On the *Sensors* menu, select the **Account** icon (bottom right).
The *Account* menu will open.

From the *Account* menu, select **Members**.
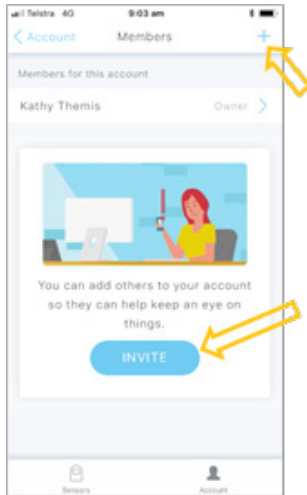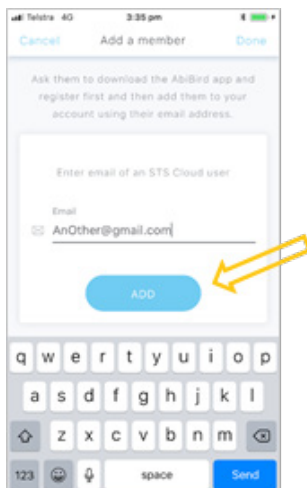The *Members* page will open.

Step : Add secondary carer

On the *Members* page, select **INVITE** button or **+ icon** (top right).
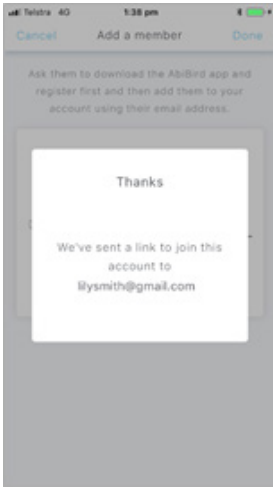The *Add a member* page will open.

On the *Add a member* page, enter the secondary carer's email address.
(This must be the email address the secondary carer used when setting up their AbiBird account). This email is where their notifications will be sent.

Select **ADD** button.
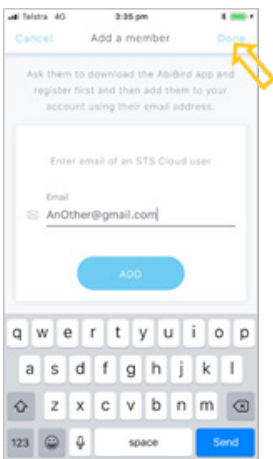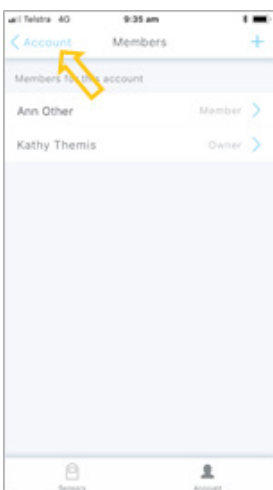The *Account name required* pop-up will open.

Your secondary carer will receive a link to join your account.

Tap to clear the *Thanks* message.

On the *Add a member* page, select **Done**.

The secondary carer will be added, and the *Members* page will open.

On the *Members* page, you can select the newly added member to see their details, or to delete them.
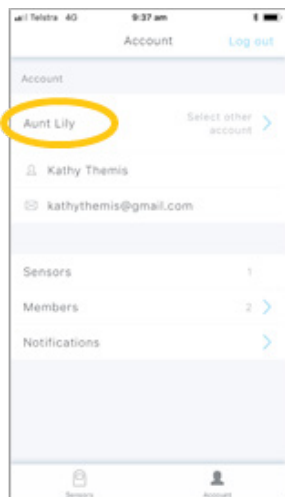
Select **Account** (top left) to return to the *Account* menu.

That's it

A secondary carer has been added to your AbiBird account.

Working in the app, you have:

☑ Asked the secondary carer to download the AbiBird app, create an account and verify their email address.

☑ Added the secondary carer as a member of your AbiBird account.

> **IMPORTANT**
>
> While secondary account holders can adjust the notification settings on their phones, they should <u>not</u> **Pause** notifications or change the settings for **Routine** or **Alert Sensitivity**.
>
> Only you, the primary account holder, should **Pause** notifications or modify **Routine** or **Alert Sensitivity** as these settings affect all phones within your AbiBird network.

Related Guides

How to Download AbiBird App and Create AbiBird Account

How to Set or Change Notification Preferences