Creating by Proxy

Proxy-creating users

**Note:** This feature has moved from https://yourhub.org/register/proxycreate to the administrator backend.

To create an account for another user:

1. In the backend, go to the Members component under the Users menu.

2. Click on the "+" button to add a new member.

3. Fill in the information about the new user.
4. Click "Save & Close" and if successful, you will be taken to the user’s member backend information page.

5. At this point, if the hub's setting (found in a plug-in called "User - Joomla!" under Extensions>> Plug-in Manager) is set to send email out to newly-created users, the user will be sent an email about the account and credentials (example below). If email notification is off, the system will not send an email.
From: Your Hub <support@yourhub.org>
Date: Thu, Nov 13, 2014 at 5:01 PM
Subject: New User Details

Hello [NAME HERE],

You have been added as a User to [YOUR HUB] by an Administrator.

This email contains your username and password to log in to https://yourhub.org/

Username: [USERNAME HERE]
Password: [PASSWORD HERE]

Please do not respond to this message as it is automatically generated and is for information purposes only.