



This guide is for Android 5+ Smartphone users.



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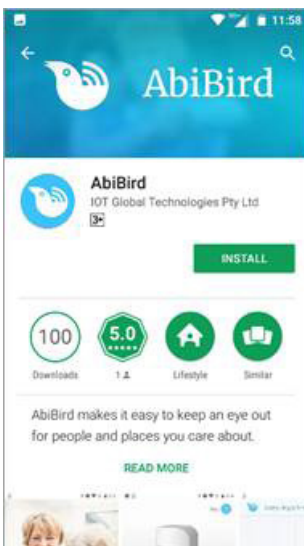
# How to Add Secondary Carers

You can add other carers to your AbiBird account so they also receive activity reports and notifications to their phone. Regardless of how many secondary carers you add, 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



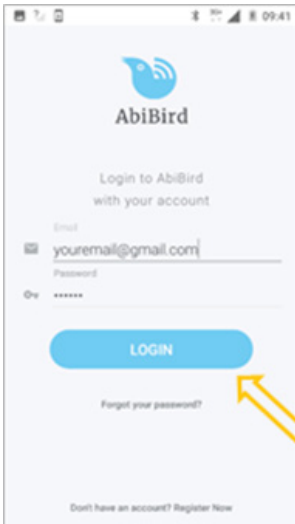
Ask the secondary carer to download the AbiBird app to their phone and create an AbiBird account. Remember, they will need to verify their email address. (See guide: *How to Download AbiBird App and Create AbiBird Account*).



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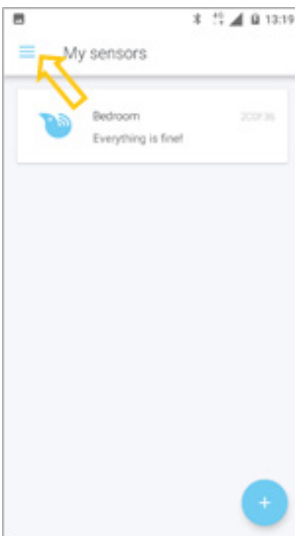
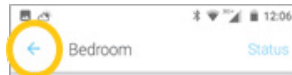


## Step 2: Access Members page on your phone

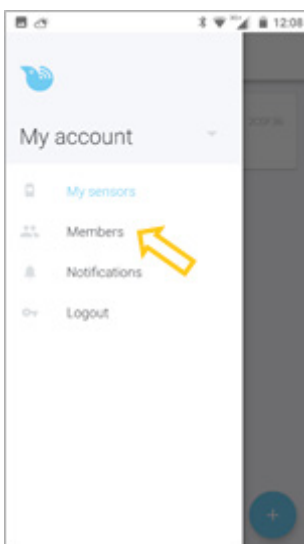


Login to AbiBird with your username (email) and password.  
The *My Sensors* page will open.

**NOTE:** If you are already in the AbiBird app you can access the *My Sensors* page by selecting the **Back Arrow** (top left) repeatedly until the *My Sensors* page opens.



On the *My Sensors* page, select the **Menu** icon (top left).  
The *menu* will open.



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

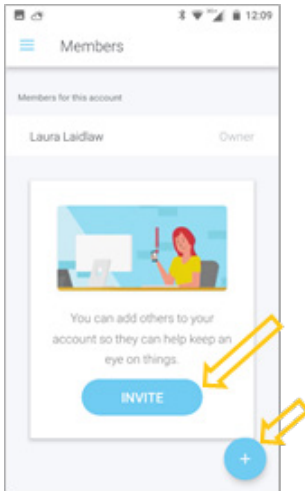


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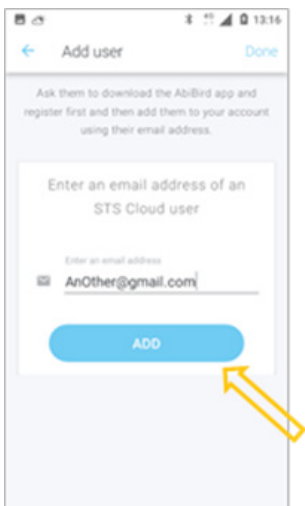


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## Step : Add secondary carer



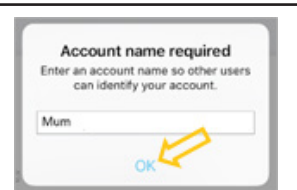
On the *Members* page, select **INVITE** button or **+** icon (top right).  
The *Add user* page will open.



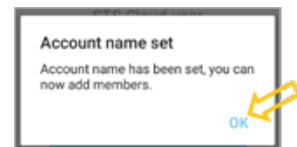
On the *Add user* page, enter the secondary carer's email address.  
(This must be the email address the secondary carer used when setting up their AbiBird account). This email is where their notifications will be sent.

You will be prompted to name your account. This is so your secondary carer can identify which account their notifications are coming from (they may be a member of more than one AbiBird account).

On the *Account name required* message, enter a name for your AbiBird account.  
Select **OK**



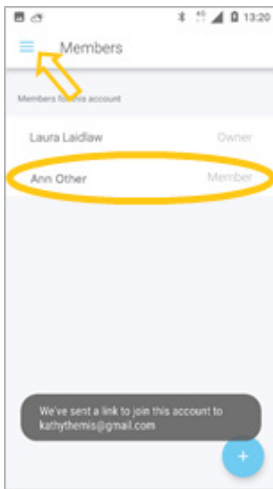
An *Account name set* message will open.  
Select **OK**



On the *Add user* page, select **ADD** button.  
The *Members* page will open.



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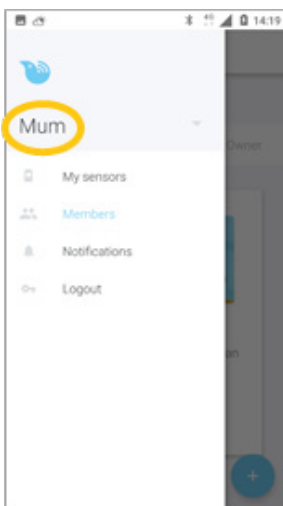


The *Members* page shows the member you have just added, and a message pops up stating that a link has been sent to the new member.

**NOTE:** On the *Members* page, you can select the newly added member to see their details, or to remove them.

Select the *Menu* icon (top left) to access the menu, where you can select which page you want to go to.

## That's it



A secondary carer has been added to your AbiBird account.

**NOTE:** The name of your account has been updated from 'My Account' to the name you set.

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 not **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*



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