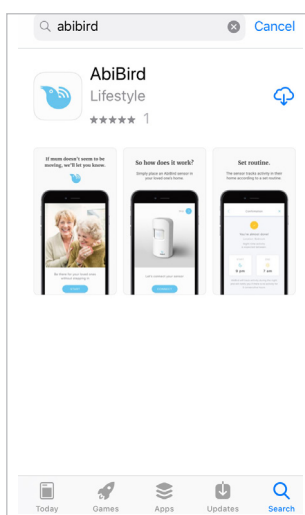# How to
Add Secondary Carers

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 app
3. Add secondary carer on your app
4. Have secondary carer log in to their app and switch to your account

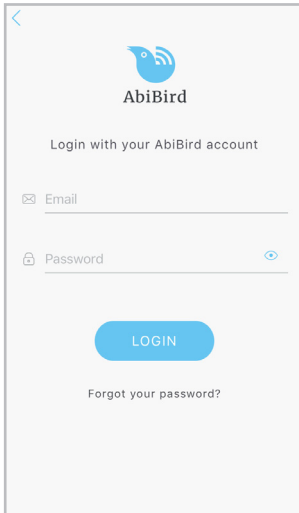## Step 1: Have the secondary carer download the AbiBird app

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*).
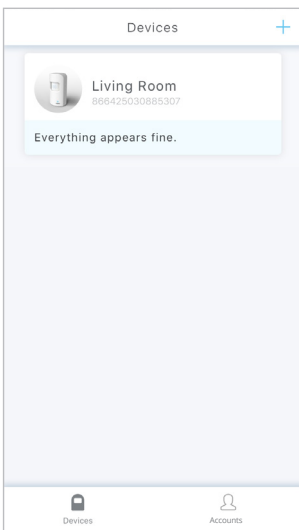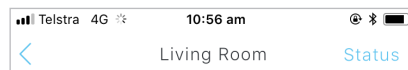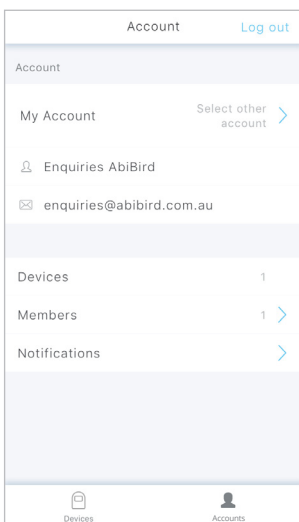
Step 2: Access *Members* page on your app

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

> **NOTE:** If you are already in the AbiBird App you can access the *Devices*
> page by paging back (arrow **<** top left) until the *Devices* page opens.

On the *Devices* page, select the **Account** icon (bottom right).
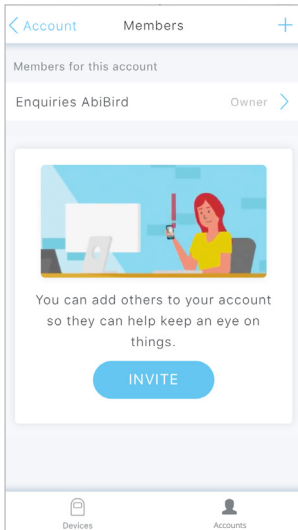The *Account* page will open.

From the *Account* page, select **Members**.
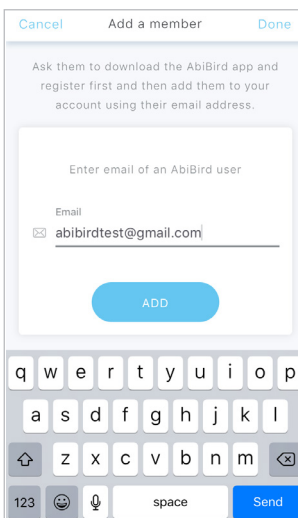The *Members* page will open.
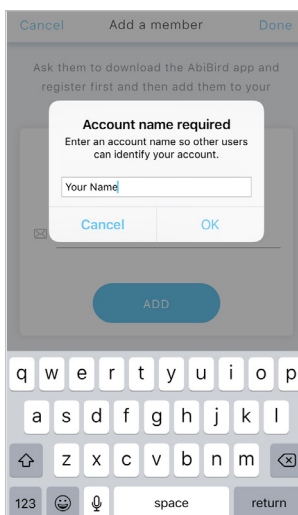
Step 3: Add secondary carer on your app

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.
If you haven't named your account as yet, the *Account name required* pop-up will open.
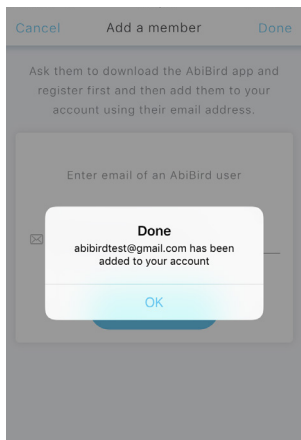
In the *Account name required* pop-up, enter a name for your account. This is so your secondary carer can identify your account when they get a notification (they may be a member of more than one AbiBird account).

Select **OK**.
The *Account name required* pop-up will close and a *DONE* message will open.
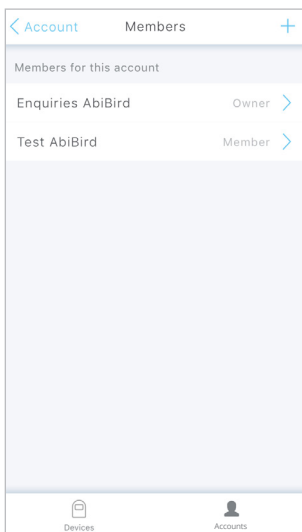
On the *Done* message, select **OK.**

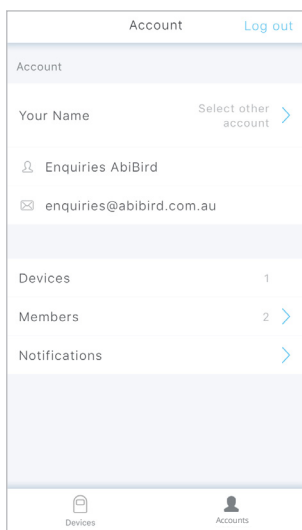Your secondary carer will be sent a link to join your account, and the *Members* page will open.

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

Select **Account** (top left) to return to the *Account* page.

Step 4: Have secondary carer login to their app and switch to your account.

When logging into their new account, your secondary carer will be prompted to add a device. This step is not necessary as they have been added to your active account. They will however, need to switch accounts.

Ask the secondary carer to follow these steps to switch to your account:

1. Login to their AbiBird app (on their phone)
2. On the *Devices* page, select **Account** icon (bottom right). The *Account* page will open
3. On the *Account* page, select **Select other account**. The *Switching Accounts* page opens
4. On the *Switching Accounts* page, select the account they have been added to (your account). The *Account* page will open showing the name of your account
5. On the *Account* page, select **Devices** icon (bottom left) to return to the *Devices* page.

Your secondary carer can now access the AbiBird devices connected to your account.
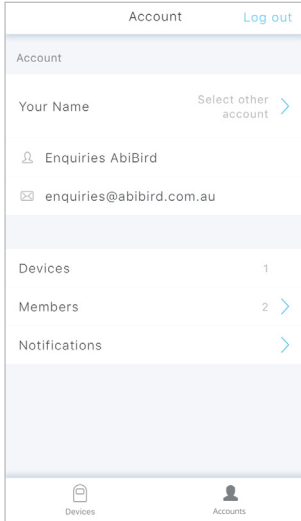
That's it!

A secondary carer has been added to your (the carer's) 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.

☑ Asked the secondary carer to login to their Abibird account on their phone and switch to your 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 AbiBird Notification Preferences