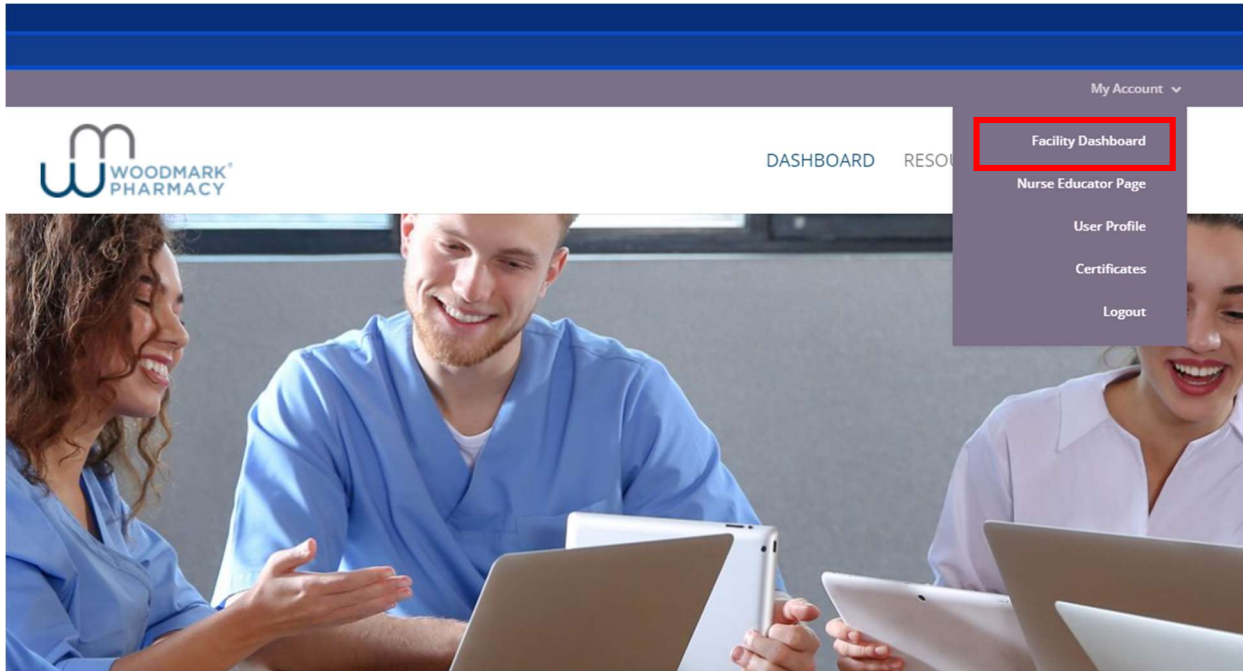


## How to Register Individual Nurses

Navigate to your facility dashboard.



Scroll down to the “Add individual member” section.

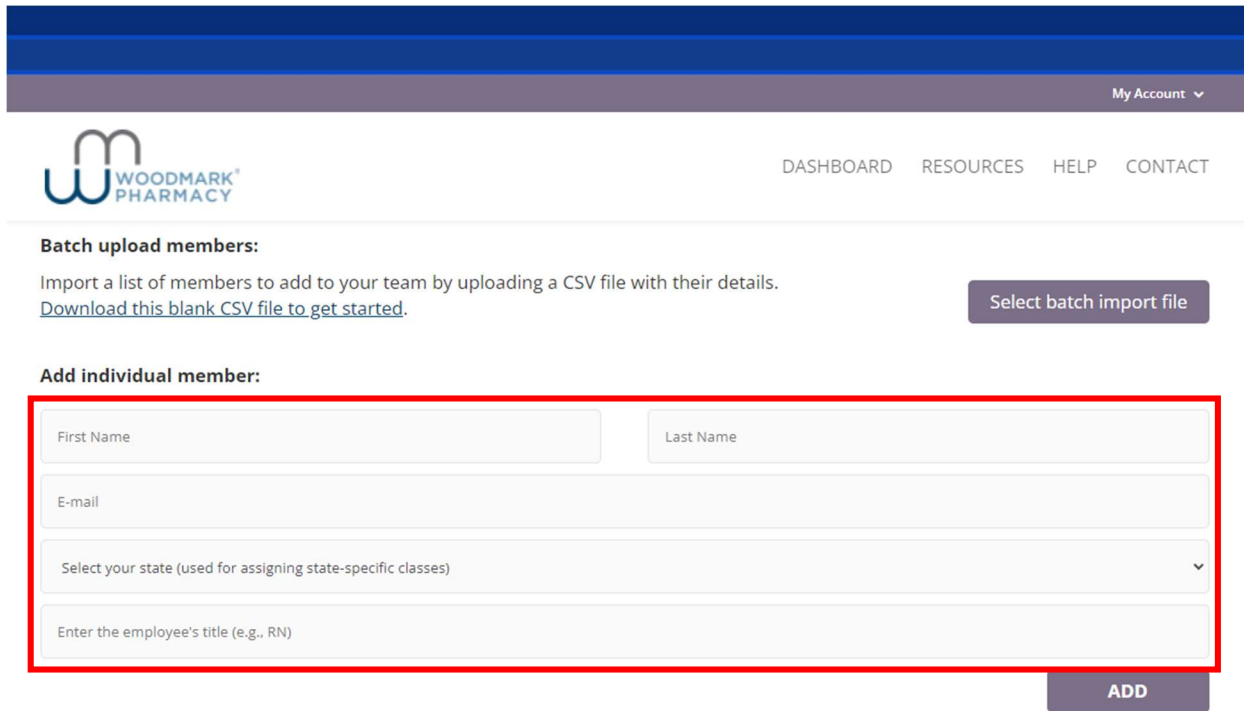
A screenshot of the 'Add individual member' section on the Woodmark Pharmacy dashboard. The page header includes the Woodmark Pharmacy logo and navigation links for 'DASHBOARD', 'RESOURCES', 'HELP', and 'CONTACT'. Below the header, there is a 'Batch upload members:' section with a 'Select batch import file' button. The 'Add individual member:' section is highlighted with a red box and contains the following form fields:

- First Name
- Last Name
- E-mail
- Select your state (used for assigning state-specific classes) (dropdown menu)
- Enter the employee's title (e.g., RN)

An 'ADD' button is located at the bottom right of the form.

## How to Register Individual Nurses

Enter the user's first name, last name, email, state abbreviation, and title.



My Account ▾

**WOODMARK PHARMACY** DASHBOARD RESOURCES HELP CONTACT

**Batch upload members:**  
Import a list of members to add to your team by uploading a CSV file with their details.  
[Download this blank CSV file to get started.](#) Select batch import file

**Add individual member:**

First Name Last Name

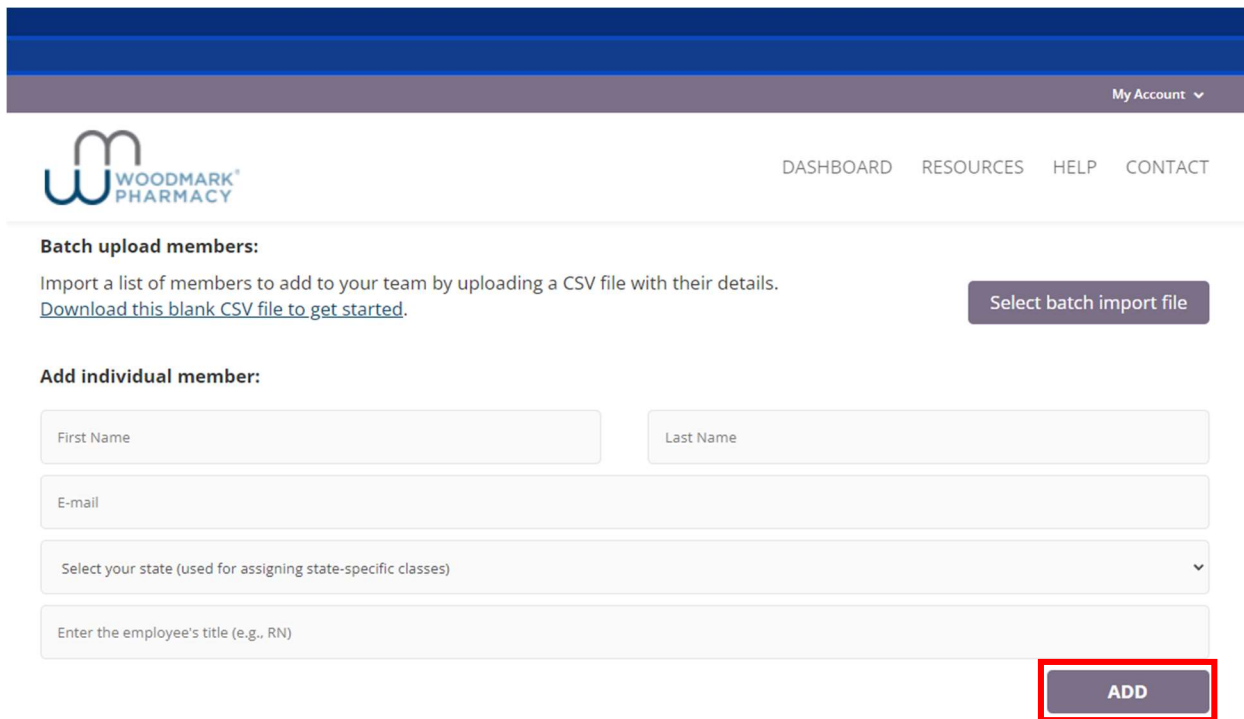
E-mail

Select your state (used for assigning state-specific classes) ▾

Enter the employee's title (e.g., RN)

**ADD**

Click "Add".



My Account ▾

**WOODMARK PHARMACY** DASHBOARD RESOURCES HELP CONTACT

**Batch upload members:**  
Import a list of members to add to your team by uploading a CSV file with their details.  
[Download this blank CSV file to get started.](#) Select batch import file

**Add individual member:**

First Name Last Name

E-mail

Select your state (used for assigning state-specific classes) ▾

Enter the employee's title (e.g., RN)

**ADD**

## How to Register Individual Nurses

The newly added employee will appear in the existing members section.

The screenshot shows the Woodmark Pharmacy dashboard. At the top right, there is a 'My Account' dropdown menu. Below the navigation bar, there are several filter buttons: 'COMPLETE CLASS 11 (ALL EMPLOYEES)', 'COMPLETE CLASS 12 (ALL EMPLOYEES)', 'COMPLETE CLASS 13 (ALL EMPLOYEES)', 'COMPLETE PENNSYLVANIA CLASS (ALL EMPLOYEES)', 'COMPLETE PSCP 1 (ALL EMPLOYEES)', and 'COMPLETE PSCP 2 (ALL EMPLOYEES)'. Below these filters is a search bar labeled 'Find team member' and two buttons: 'Expand All' and 'Collapse All'. The main content area is a list of team members, each with a name and email address, and a right-pointing arrow. The list is enclosed in a red border. At the bottom of the page, there is a footer with links for 'Cookie Policy', 'Disclaimer', 'Terms and Conditions', and 'Privacy Policy', and a copyright notice: 'Copyright IV MASTERY© 2021'.

My Account ▾

WOODMARK PHARMACY

DASHBOARD RESOURCES HELP CONTACT

COMPLETE CLASS 11 (ALL EMPLOYEES) COMPLETE CLASS 12 (ALL EMPLOYEES) COMPLETE CLASS 13 (ALL EMPLOYEES)

COMPLETE PENNSYLVANIA CLASS (ALL EMPLOYEES) COMPLETE PSCP 1 (ALL EMPLOYEES) COMPLETE PSCP 2 (ALL EMPLOYEES)

Find team member Expand All Collapse All

Andrea smith (asmith6__120@yahoo.com)	▶
Hugh Villeneuve (hughvilleneuve@gmail.com)	▶
Hugh villeneuve (Villeneuvehugh@gmail.com)	▶
IVMASTERY TEST2 (ivmasterytest@gmail.com)	▶
Jane Smith (j++smith@gmail.com)	▶
Jody Gray LPN (mgray6--120@gmail.com)	▶
John Ferguson (jferguson__321@hotmail.com)	▶
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Marc Hanson RN (randerson--6120@gmail.com)	▶
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