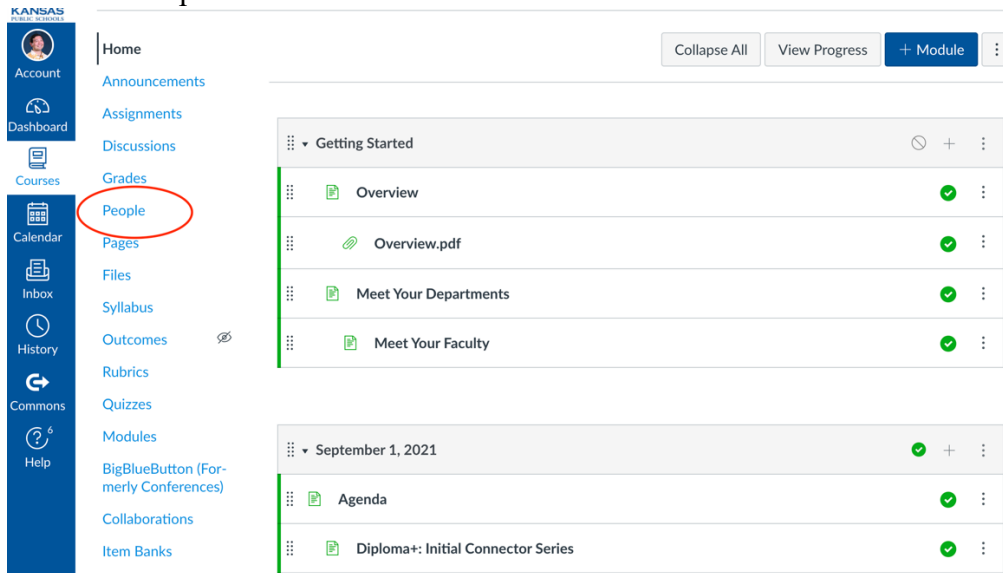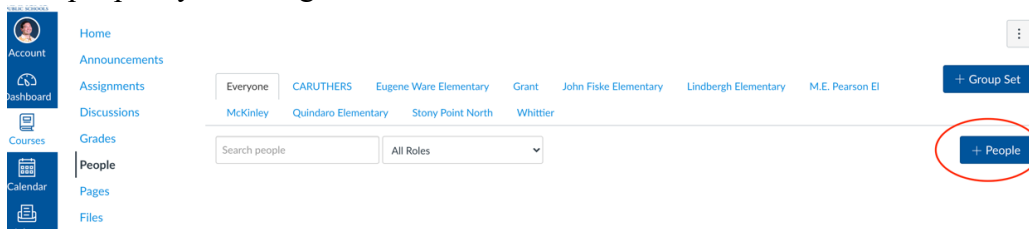1. Select on People in the Left menu bar:

2. Add people by selecting this tab:

3. Follow the numbering on this page to help register your staff: