

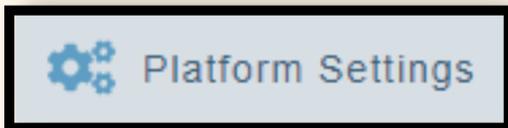
ROADCONNECT™

BY LINDSAY

QUICKSTART GUIDE - CREATE DISTRICTS

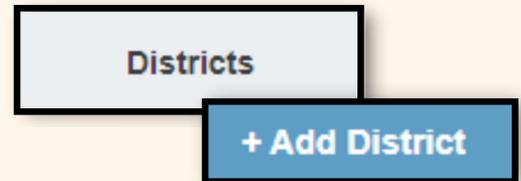
1 Navigate to 'Platform Settings'

After logging into RoadConnect, go to 'Platform Settings' on the left hand side.



2 Go to 'Districts' tab, 'Add District'

At the top of the page, click on the 'Districts' tab - then select 'Add District'.

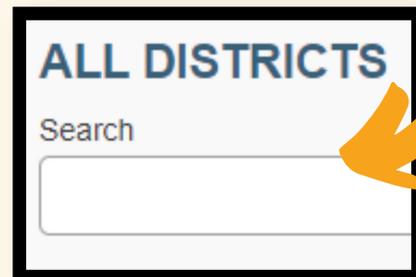


3 Name your new District

A form titled "ADD DISTRICT" in bold blue text. Below the title is a label "Name*" followed by a text input field. At the bottom are two buttons: "Save" in blue and "Cancel" in light grey.

Type in the name you want for your new district. Use whatever naming system works best for you.

You can use the 'Search' feature by typing in a Districts' name to quickly find it.

A form titled "ALL DISTRICTS" in bold blue text. Below the title is a label "Search" followed by a text input field. A large orange arrow points from the text above to the search input field.

*Admins can rename Districts by clicking on their name after creation, then typing in a new name.



Need more info?

Check out our other QuickStart Guides for more information on:

- Adding new users
- Changing notifications
- Creating districts
- and more!



Share your feedback!

Your 'User Profile' (click your initials in the top right corner) has a section for feedback - share your thoughts with us!

