

How Create Contributor Accounts in WordPress®  
by [Lynette Chandler](#)

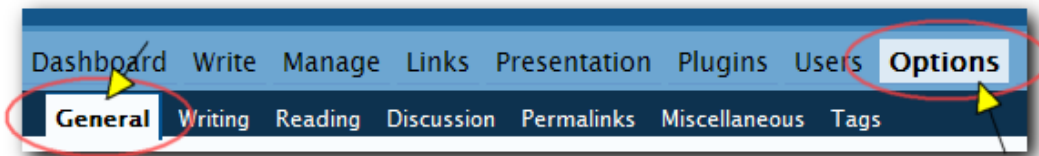
# Introduction

There are two ways you can add a contributor. WordPress refers to these accounts as user accounts. Generally, the easiest way is to have people sign up on their own and then changing their permission levels. The other is to manually add them. This is good to know when you have closed all registration and want to add a contributor later in your blog's life. Let's start with the first method.

## Self Registration

### Step 1

Every WordPress installation by default has self registration turned off. You'll need to turn this on before proceeding. This can be found in the Options >> General tab.



On that page, you should see some Membership options. Check the 'Anyone can register' option and in the 'New User Default Role' drop down, select the appropriate level. This means, everytime someone registers on your blog, they will automatically be assigned the permission level you've set here. So be careful what you choose.

If you wish to require registration before people can comment, make sure you select 'Subscriber' as the default role. Subscribers generally, can't make any posts, only comment and manage their own comments.

If you have a brand new blog and you're adding contributors before releasing it, go ahead and select the default user role as Contributor at minimum. Do not select Administrator because that will be like handing over your blog completely to others. When everyone is signed up, you can come back to this page and change it back to Subscribers or turn registration off completely.

To learn more about what each role's permission levels are, [click here](#).

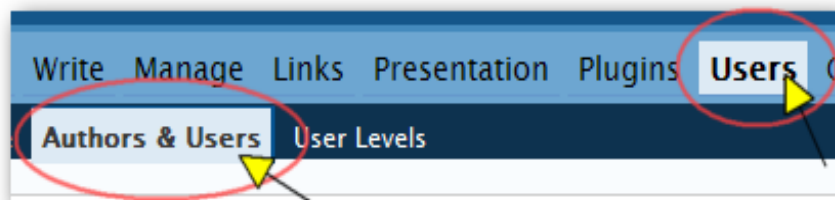
### Step 2

Send people to this page <http://www.yoursite.com/wp-register>. If your blog is installed in a sub-folder e.g. blog, then send them to <http://www.yoursite.com/blog/wp-register.php>

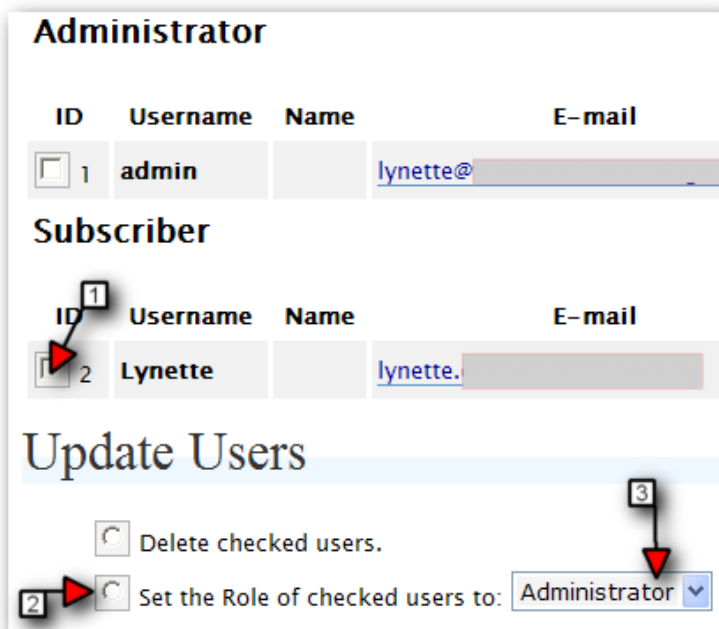
That's it. If you need to edit the role of any user, proceed to Step 3 otherwise, you're all set.

### Step 3

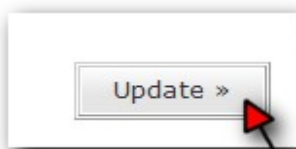
Go to Users >> Authors & Users



On this page you'll find a list of all your members, sorted by role. Check the box next to the users who's role you want to change, click 'Select the role of checked users to:' and select your desired role.



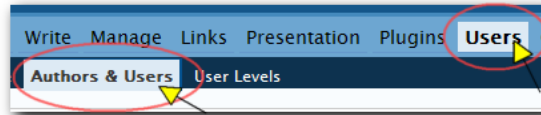
Click Update



# Manual Registration

## Step 1

Go to Users >> Authors & Users



Scroll to the bottom of the page, enter the contributor's information in this form and click 'Add User'.

### Add New User

Users can [register themselves](#) or you can manually create users here.

Nickname:

First Name:

Last Name:

E-mail:

Website:

Password (twice):

## Step 2

If the user has been added to the right group, you don't need to do anything else. If you wish to change the user's role, then continue on by checking the users whose role you'd like to change. Click 'Select the role of checked users to:' and select your desired role. Then click Update to save.

And that's all there is to it. To learn more about blog setup, visit [www.BlogStarterPack.com](http://www.BlogStarterPack.com)

### Administrator

ID	Username	Name	E-mail
<input type="checkbox"/> 1	admin		lynette@

### Subscriber

ID	Username	Name	E-mail
<input checked="" type="checkbox"/> 2	Lynette		lynette.

### Update Users

Delete checked users.

Set the Role of checked users to: