

Manage Project Participants

Summary

This tutorial covers how to add team members to a project by opening the participants window, searching for users, and saving changes. It helps ensure the right people have access for collaboration and task assignment.

Prerequisites

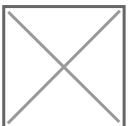
- Role or permission needed: Admin (GC), Admin (SUB), Admin (SHORTCUT), Team Project Manager, or Team Business Manager.
- Any setup required: Log in to BuilderPal and open an active project from the Projects menu.

Steps

1. Open your Project from the Projects menu and click on the participants located on the right, beneath Job Chat.



2. Opening the Participants window will show all team members currently on the Project. Searching and selecting team members will then add them to the Project, then close the window.



3. Click "Save" to add the newly selected members to the Project.

Confirmation

“You’ll know it worked when the participant list updates with the new members, and they receive an invitation or notification email.”

Tips

- Pro tip or best practice: Review the team list after saving to confirm roles and access levels are correct for security.
- Shortcut or time saver: Use the search field to quickly find existing company members instead of typing full emails.

Related Articles

- [Concept Overview: Roles & Permissions](#)
- [Reference: Project Access Explained](#)
- [Troubleshooting: Participant Not Receiving Invite](#)

Revision #7

Created 5 November 2025 15:50:46 by Gabe

Updated 21 January 2026 18:14:18 by Mikey