

# Users / User Groups

Admin category for users and user group settings.

## Users

As visitors come to your site and complete the registration process, they are automatically entered into your software's database as "users" along with their registration information. Each user will have certain privileges/pricing schemes on your site based upon which User Group they are registered into (discussed below).

<tip c w>**NOTE:** Only "registered" users can place listings on your site. To save them time, their listing's basic fields will be pre-populated with their registration information.</tip>

Users have the ability to edit their registration information at any time by accessing their info through their "My Account" pages. Additionally, each registered user's information can be viewed by you through the List Users or Search Users menus of the "admin panel".

## User Groups

Every user who registers on your site is placed in what we call a ♦User Group♦. User Groups are important in that each User Group can have a different Price Plan (Pricing Scheme) associated with it. This allows you to charge one set of users different fees versus another set of users. Every user will automatically be placed into the Default User Group unless they enter a Registration Code during the registration process. The default User Group cannot be deleted.

## Registration Code

The key to placing users within certain User Groups is through the use of a Registration Code during the user's registration. Each time you create a new User Group or edit an existing User Group, you have the ability to give that User Group a unique Registration Code. The main purpose of having different User Groups is for you to offer a specific Price Plan to each group of users. You will then advertise or distribute that User Group's registration code in some form of marketing campaign. In reality, you are advertising the Price Plan's fees (that are associated with the User Group) along with the Registration Code your visitors will need to take advantage of that offer when they register on your site.

<tip c w>**NOTE:** The Registration Code page will NOT be displayed as an option unless you have two or more User Groups entered in the system AND those User Groups have a Registration Code specified under their User Group details.</tip>

You can move users from one User Group to another any time after they have registered. This can be done on an individual user by user basis through the admin panel.

## Marketing

You may choose to market your site by advertising in a newspaper, on the radio, tv, flyers, or other means of communication. Doing so, will allow you to distribute a different registration code with each marketing approach you choose. When users register on your site and use the appropriate registration code, you will know exactly how they found your site, because they will automatically be placed in the appropriate User Group based upon the registration code they entered.

<tip c w>**NOTE:**If the registration code page does not show up on your site, this means that there is only one User Group entered into the system, and that this one User Group is the default group that all users will be entered into. This being the case, this Software knows to bypass the Registration Code page and automatically place each user in the default User Group.</tip>

<tip c w>**PROGRAMMER'S NOTE:** The lead registration file that controls all registrations comes to you with a file name of register.php (located at the root of the software's distribution files). You can change the name of this file to anything you like or you can remove the file completely to not allow any client side based registrations. This would force the administrator to enter all new registrations by hand within the administration tool. If you do decide to rename this file you will also need to change the "url to register.php file" field on the REGISTRATION SETUP > GENERAL SETTINGS page of the admin.</tip>

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