



# GAZELLE TIPS

## HOW TO CREATE A NEW ACCOUNT IN GAZELLE



Begin the registration process [here](#)

### Register your company

If your company is not yet registered, select “New Company” under the “Organization Name” dropdown menu.

Once you have completed your form, your account will be activated automatically. You will be granted permissions to manage the users registered for your company (i.e., vendor administrator).



### Join a company

If your company is already registered, select your company under the “Organization Name” dropdown menu. Your company administrators will receive a link to activate your account.

### Create accounts for your colleagues

If you are a vendor administrator, you may create accounts for your colleagues by selecting “Registration > Manage Users > Add a User.” Once the user is created, they will receive an email to set a password.



### Activate accounts for your colleagues

When a user initially creates an account linked to your company, this new account will be blocked – you must activate it. When the account is created you will receive a link to activate and unblock the account.

The account may also be activated via the User Management Page using this button 



### Access the testing session

Once you are logged in, please ensure that you are operating in the **PAN-Canadian Projectathon 2022** testing session. If you are not, please be sure to switch to the appropriate session.