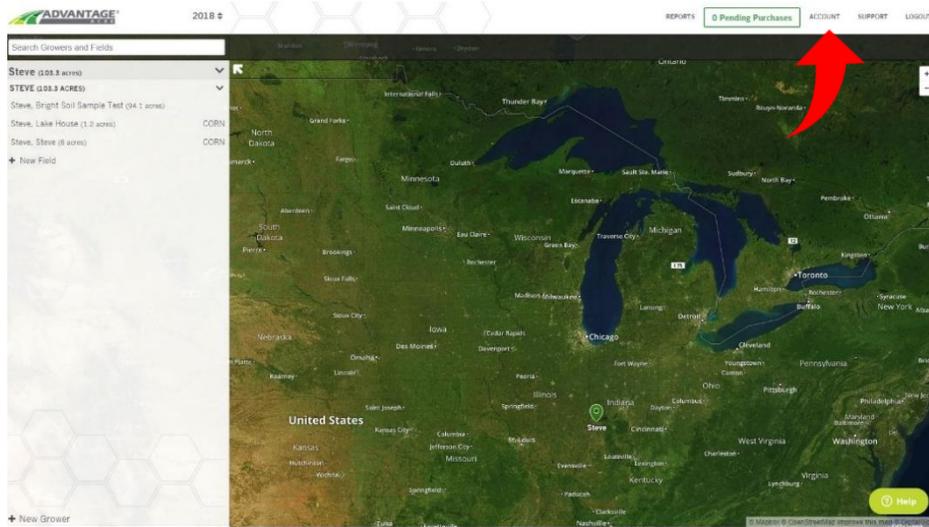
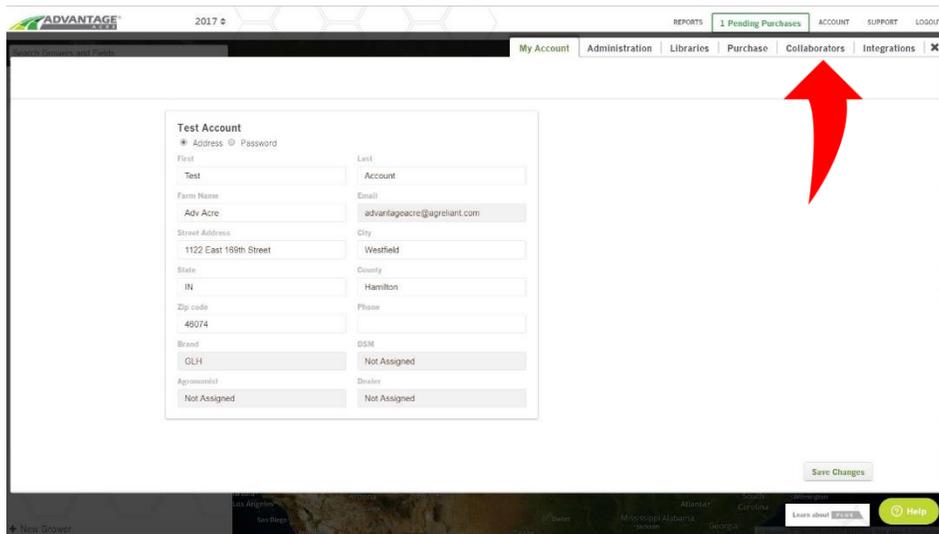


How to Add a Collaborator to your Advantage Acre® Account

1. To share field information with others, start by clicking the **Account** tab in the top right-hand corner of the screen.



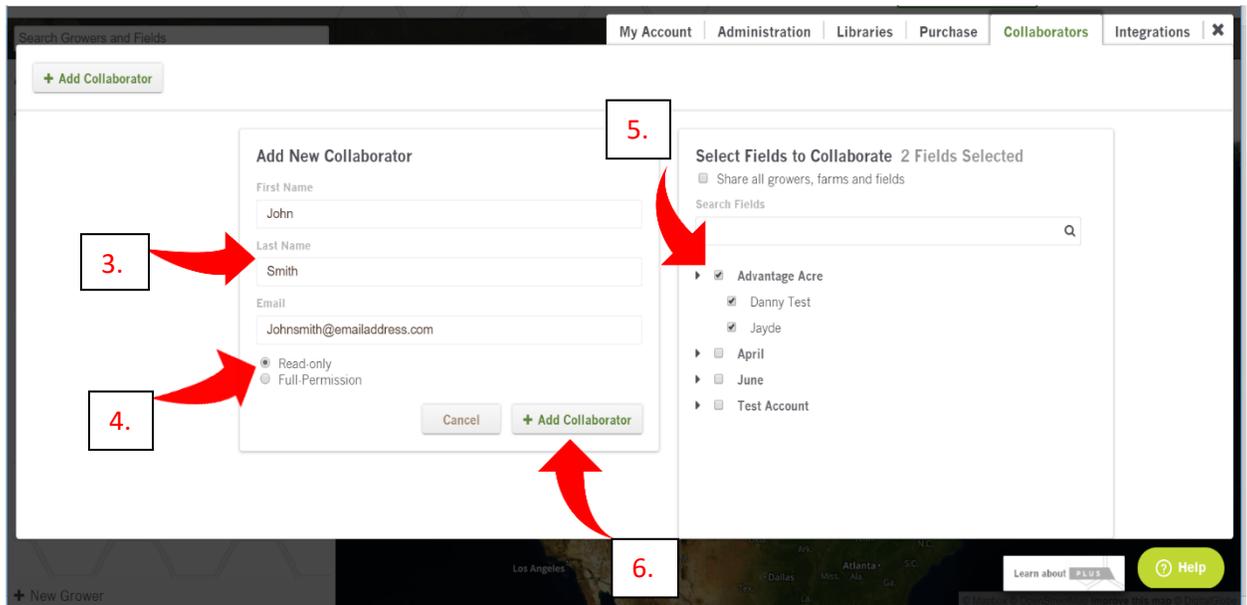
2. Next, select the **Collaborators** tab, also in the top right-hand corner of the screen.



3. Once on the Collaborators tab, enter the collaborator's first name, last name, and email address.
4. Next, select the privileges the collaborator will be given.
 - **Full-Permission** allows the collaborator to view and edit all functions within the Advantage Acre account. **Read-only** simply allows the collaborator viewing privileges.
5. Before clicking [+ Add Collaborator](#), you must first select which fields to share. To select fields, check the box next to the field you wish to share. If you wish to share all fields, check the box above the search bar.

6. After selecting the fields to collaborate, click [+ Add Collaborator](#) in the center of the screen.

Note: The number next to the arrow signifies the step number.



The screenshot shows the 'Add New Collaborator' form and the 'Select Fields to Collaborate' panel. Red arrows and numbered boxes indicate the following steps:

- 3.** Points to the 'First Name' field containing 'John'.
- 3.** Points to the 'Last Name' field containing 'Smith'.
- 4.** Points to the 'Full-Permission' radio button.
- 5.** Points to the 'Share all growers, farms and fields' checkbox.
- 5.** Points to the 'Advantage Acre' checkbox in the field selection list.
- 5.** Points to the 'Jayde' checkbox in the field selection list.
- 6.** Points to the '+ Add Collaborator' button at the bottom of the form.

- The collaborator will receive an email with a hyperlink. **The hyperlink might appear in your junk folder of your email.** Once you find the email, open the hyperlink in a Google Chrome browser.

Note: This hyperlink will only allow access once to ensure the privacy of the owner.

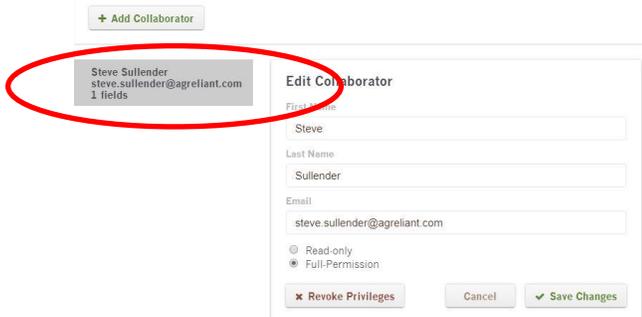


Congratulations, you have been granted access to 1 fields on Advantage Acre by jake.gremelspacher@greatlakeshybrids.com. Just go to https://advantageacre.com/collaborationLogin/?collaboration_code=125887b0-181c-46a1-b0c1-d1c0ea55964c to log in or create a free account and see the shared fields.

Sincerely,
The Advantage Acre team

- After the hyperlink is clicked, it will direct the collaborator to Advantage Acre. Once the collaborator logs into their account, the fields will be available to view. Below are the views from the owner and the collaborator:

Owner:



New Collaborator:



| | | |
|----------------|--|-----------------------------|
| Legend: | | Shared Field Icon |
| | | Read-only Permission |

Note: If the collaborator does not have an existing Advantage Acre Account, they will be prompted to create one.

- The privileges can be revoked by the account owner at any time. The owner can revoke privileges by clicking **Revoke Privileges** in the collaborators tab.
- If you have any questions or need help, please contact Advantage Acre support via email (support@advantageacre.com) or call the support line at 1-(855)-278-9134.