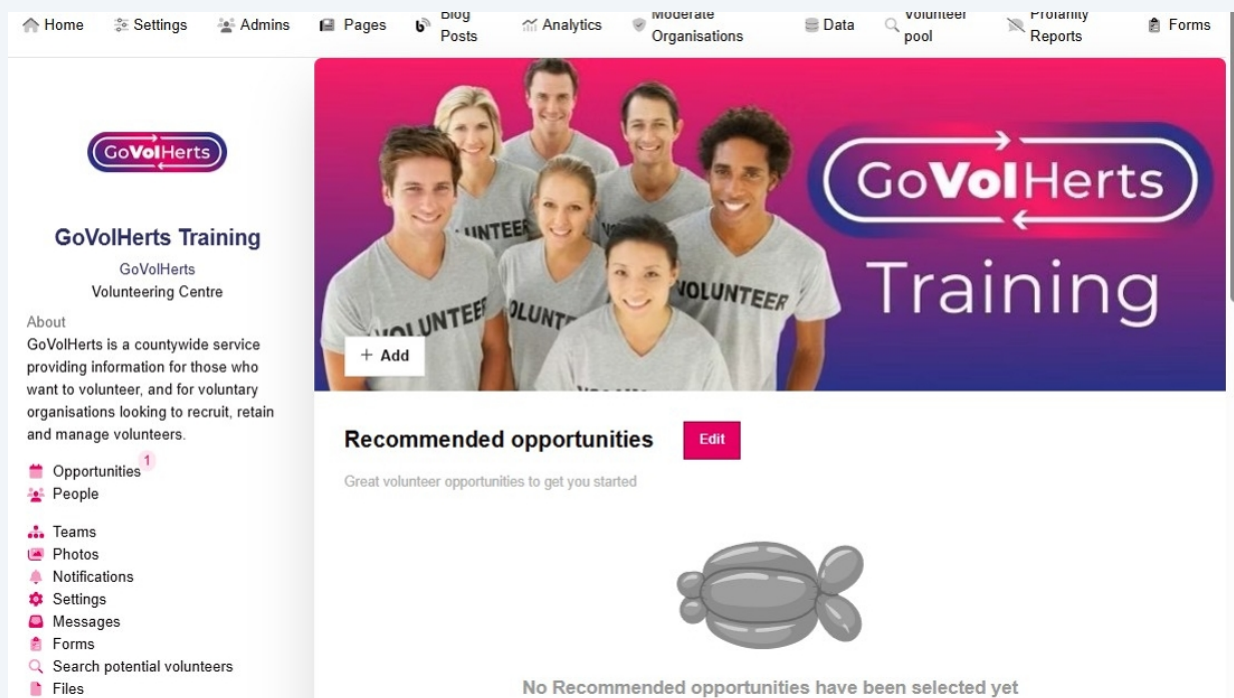


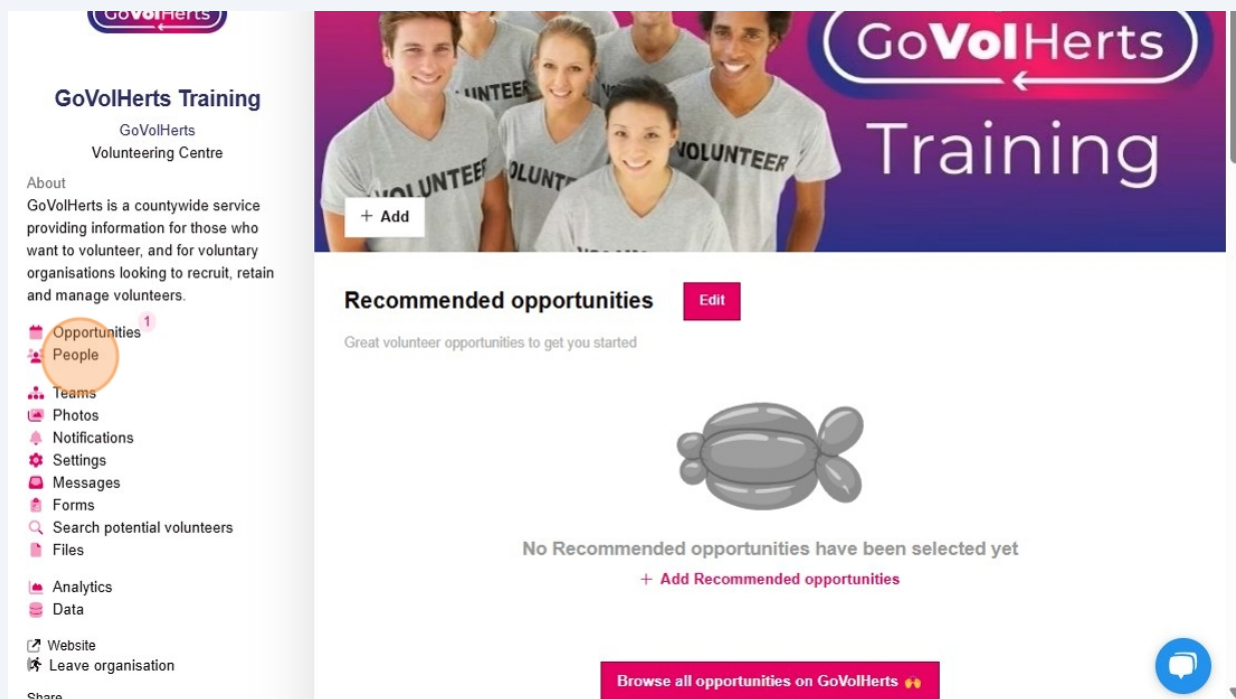
# Change your Organisation's Administrators, Moderators and Members

1

Navigate to your organisation's page (by clicking on the round icon for your personal account at top right and then selecting the organisation).

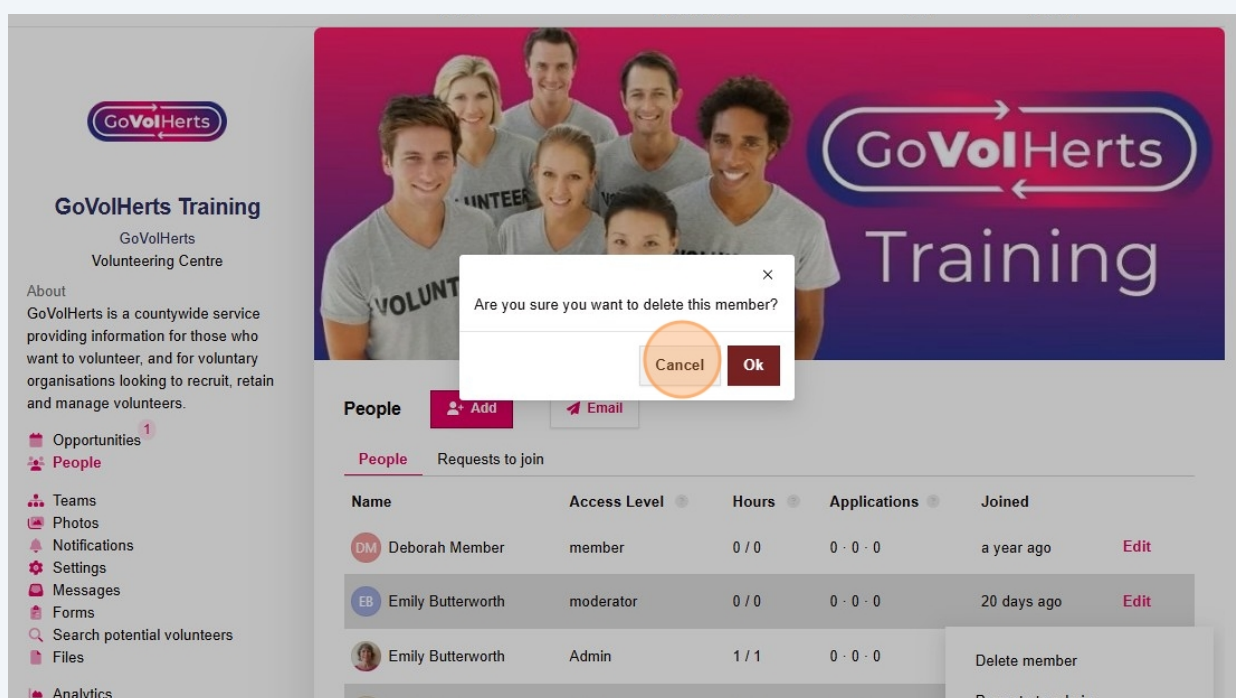


2 Click "People" in the left hand menu of the Organisation page.



3 Removing someone from your organisation: Find the name of the person you wish to remove and click Edit on the right of their row. Select 'Delete' to remove their link with the organisation.

Click 'Ok' to confirm the action. You can still "Cancel" if you made a mistake, or add someone back later if it's a temporary change. Deleting someone from your organisation will not delete their personal account.



4

Changing someone's status (or 'access level') within the organisation: Go through the same steps if you wish to promote/downgrade someone's administrative rights within the organisation, choosing 'Promote' or 'Demote' as appropriate.

The screenshot shows the GoVolHerts Training interface. On the left is a sidebar with navigation links: About, Opportunities, People, Teams, Photos, Notifications, Settings, Messages, Forms, Search potential volunteers, Files, Analytics, and Data. The main content area has a header with the GoVolHerts logo and a group photo of volunteers. Below the header, there's a 'People' tab and a 'Requests to join' tab. A confirmation dialog box is open in the center, asking 'Are you sure you want change the access level of this person to admin?'. The dialog has 'Cancel' and 'Ok' buttons. Below the dialog, a table lists members with their names, access levels, hours, applications, and joined dates. The table has columns: Name, Access Level, Hours, Applications, and Joined. The rows are: Deborah Member (member, 0/0, 0-0-0, a year ago), Emily Butterworth (moderator, 0/0, 0-0-0, 20 days ago), Emily Butterworth (Admin, 1/1, 0-0-0, Delete member), and Emily Member (Admin, 0/0, 0-0-0, Promote to admin).

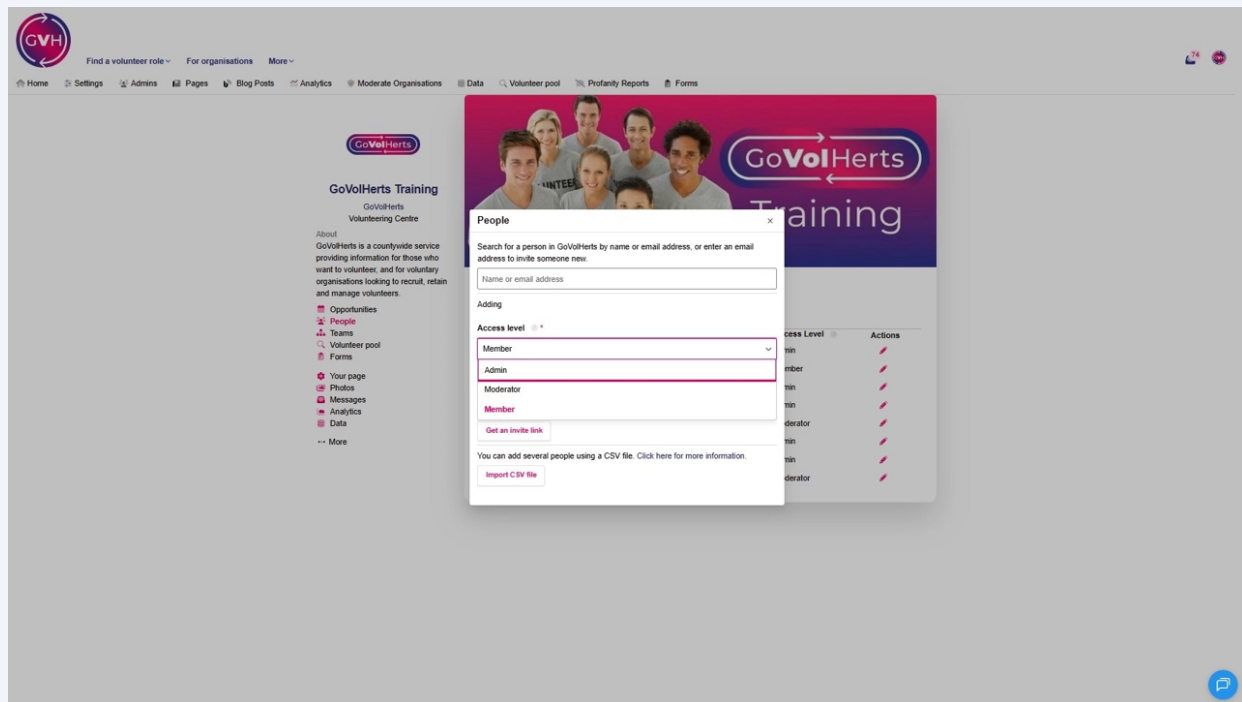
5

Adding a new administrator, moderator or member: first click 'Add'.

The screenshot shows the GoVolHerts Training interface. On the left is a sidebar with navigation links: About, Opportunities, People, Teams, Photos, Notifications, Settings, Messages, Forms, Search potential volunteers, Files, Analytics, and Data. The main content area has a header with the GoVolHerts logo and a group photo of volunteers. Below the header, there's a 'People' tab and a 'Requests to join' tab. The 'Add' button is highlighted with a red circle. Below the 'Add' button, a table lists members with their names, access levels, hours, applications, and actions. The table has columns: Name, Access Level, Hours, Applications, and Actions. The rows are: Tallana Training (admin, 0/0, 0-0-0, Actions), Deborah Smith (member, 0/0, 0-0-0, Actions), Opal Reid (admin, 0/0, 1-0-0, Actions), Emily Butterworth (admin, 1/1, 0-0-0, Actions), Mandeep Nijer (moderator, 0/1, 0-0-1, Actions), Emily Member (admin, 0/0, 0-0-0, Actions), GoVolHerts (admin, 0/5, 2-2-1, Actions), and Emily Butterworth (moderator, 0/0, 0-0-0, Actions).

6

Enter the name or email address of the person you wish to add, next select which access level you wish to give them and then confirm by clicking 'Add'.



7

Adding multiple Members: use the invitation link or import organisation members from a spreadsheet if you wish to add multiple Members (eg a large group of your volunteers) to your organisation at the same time.

