

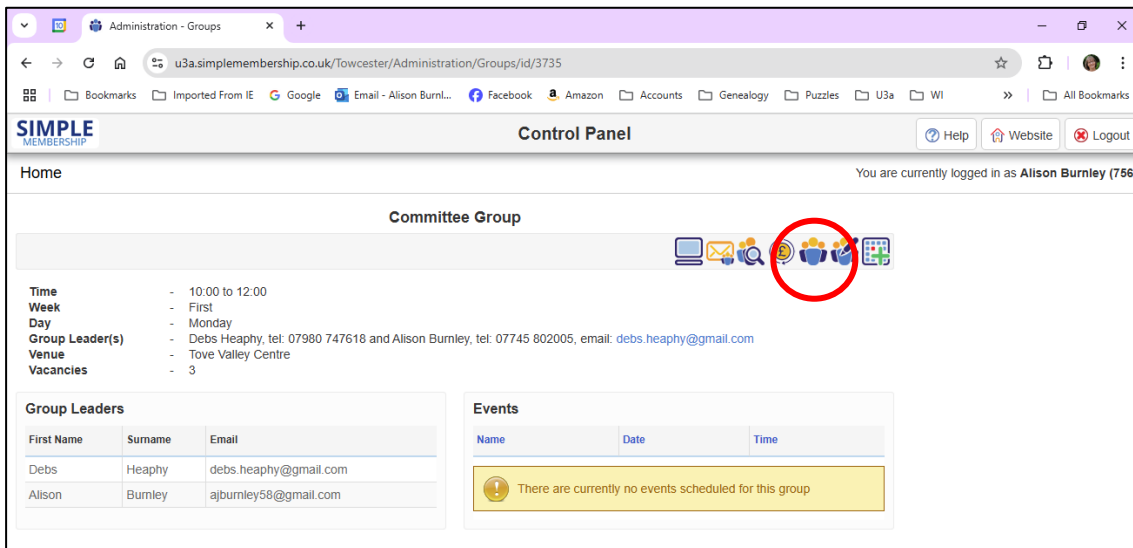
Simple Membership

Adding and removing Group members and Leaders

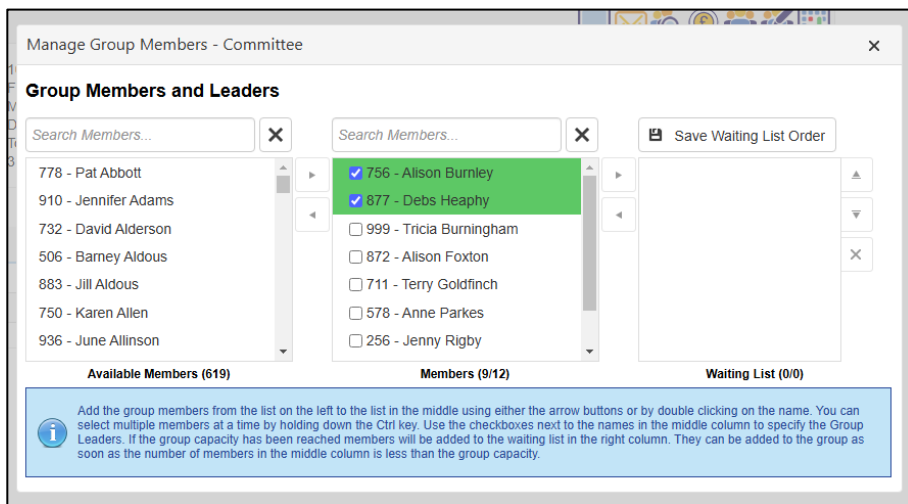


Navigate to your groups Home screen (see the 'Managing your Group' sheet)

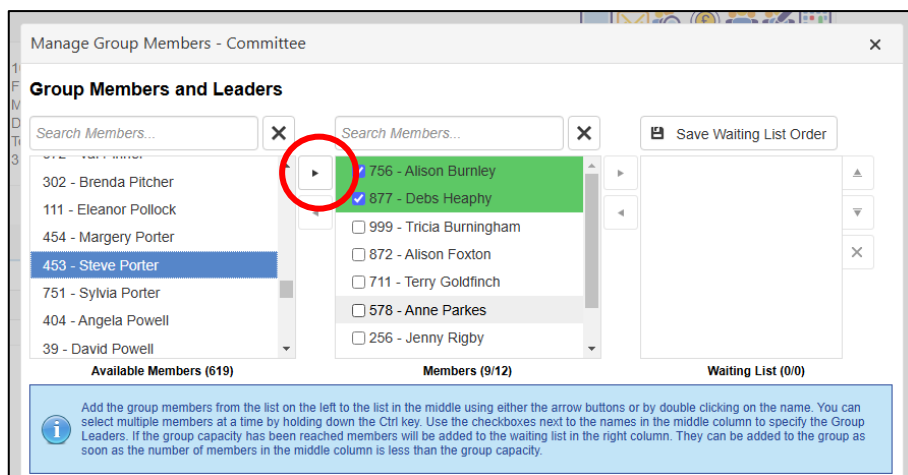
Click on the 'Manage Group members' icon:



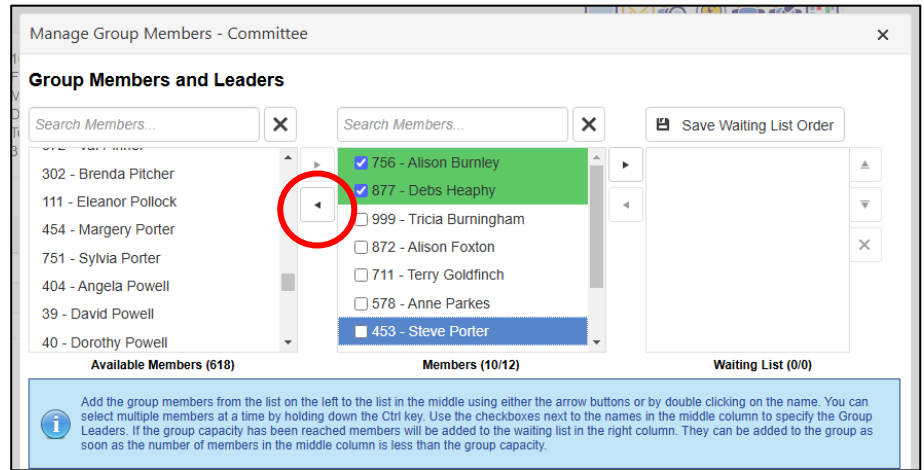
This screen will appear:



Search for the member you want to add by typing a few letters of their name (or their membership number if you know it). Click on the name to highlight it in blue, then click on the 'right' arrow to move them to the middle column.

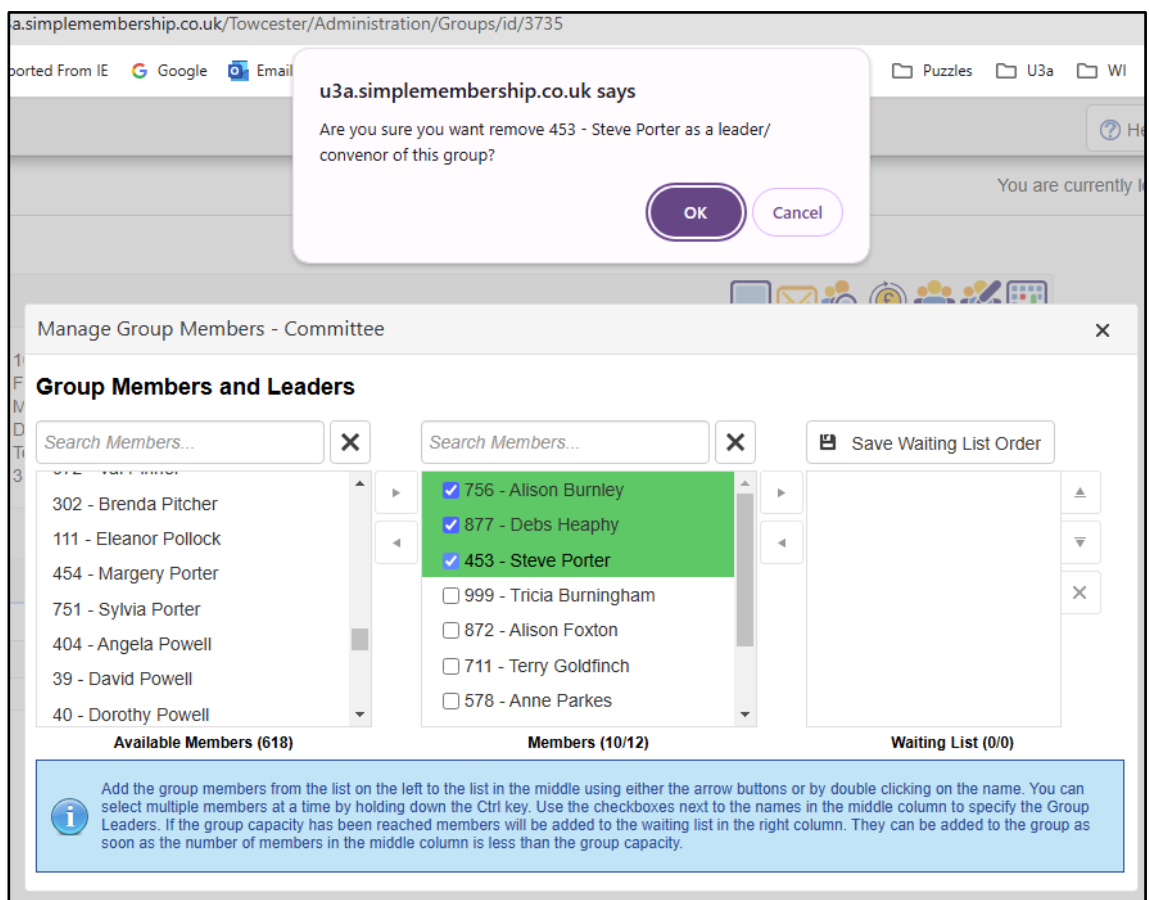


To remove a member, click on their name (**NOT** the tick box) in the middle column to highlight it in blue, then click on the 'left' arrow to move them back to the left-hand column.



Group Leaders are highlighted in green and listed at the top. To make a member a Group Leader, click on the tick box alongside their name in the middle column.

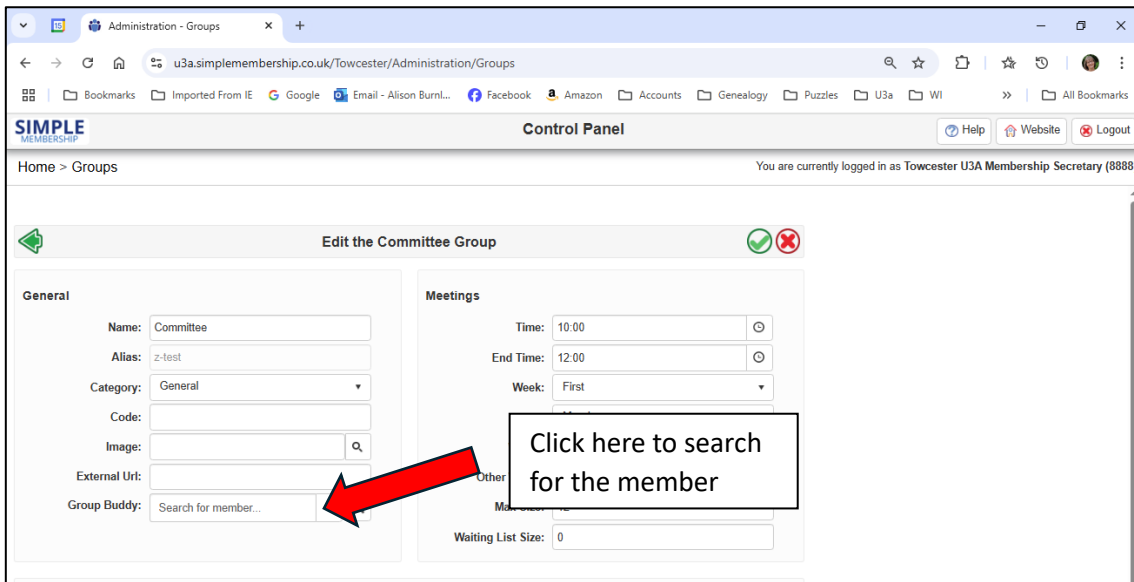
To remove someone as a leader, untick the box, then click on OK to the message which will pop up.



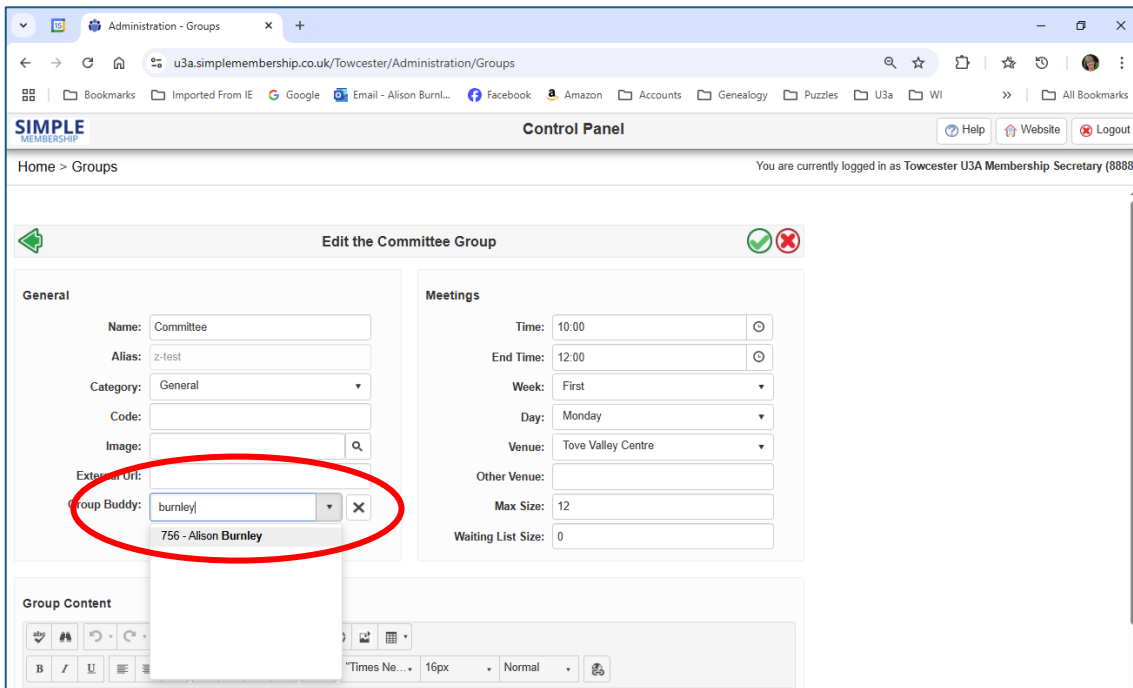
A word of warning – it is possible to remove yourself as a leader and so lose access to the Leader functions. If you are standing down as leader, make sure you add at least one new leader first. If all a groups' leaders are removed, only a system administrator can add new leaders.

You can also designate one or more of your group members as a 'Buddy', which will allow them the same permissions as a Group Leader. This is done in 'Edit Group'. Click on the Edit Group icon:





Type a few letters of their name to search:



Click on the name to add them

Buddies are highlighted in yellow and listed after the Group Leader(s)

