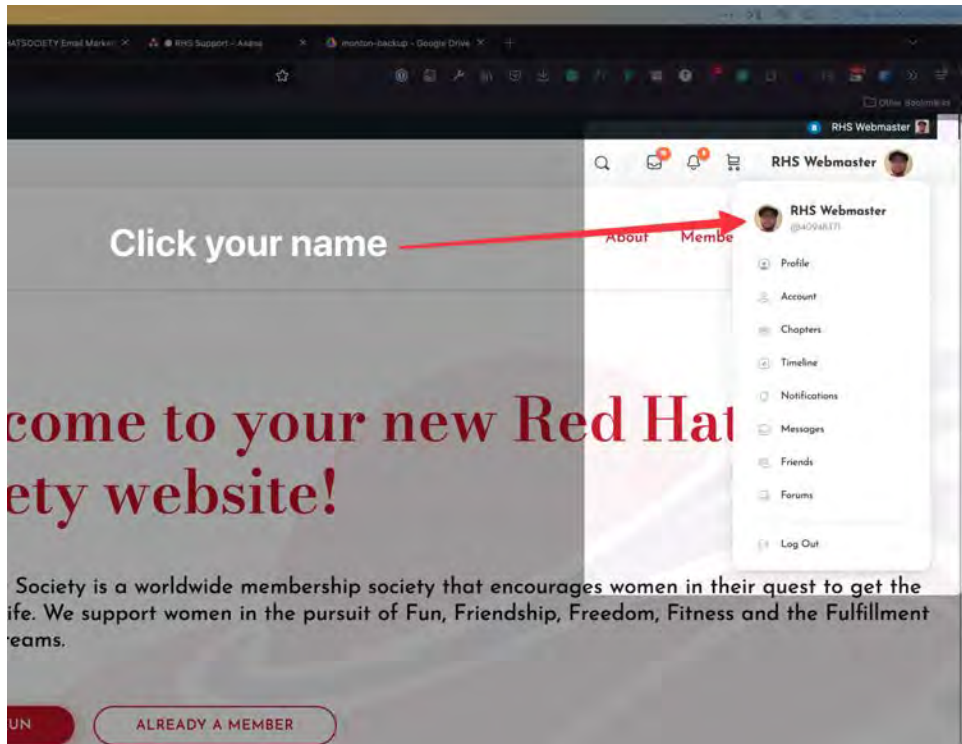


How to add or remove members from your chapter

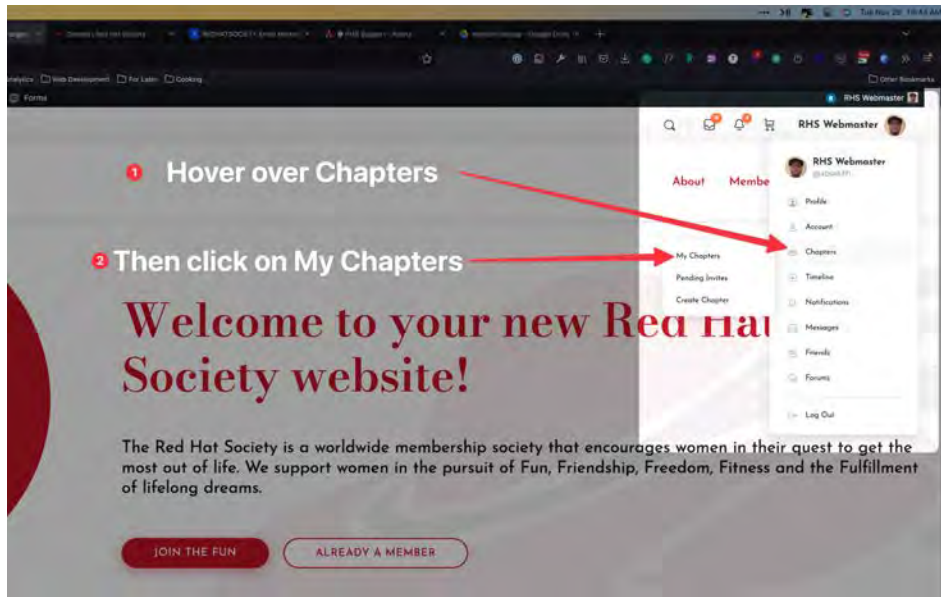
How to add members to your chapter

You must be the Organizer of a chapter to add or remove members. If you are not the organizer, please contact your chapter's organizer to do this for you.

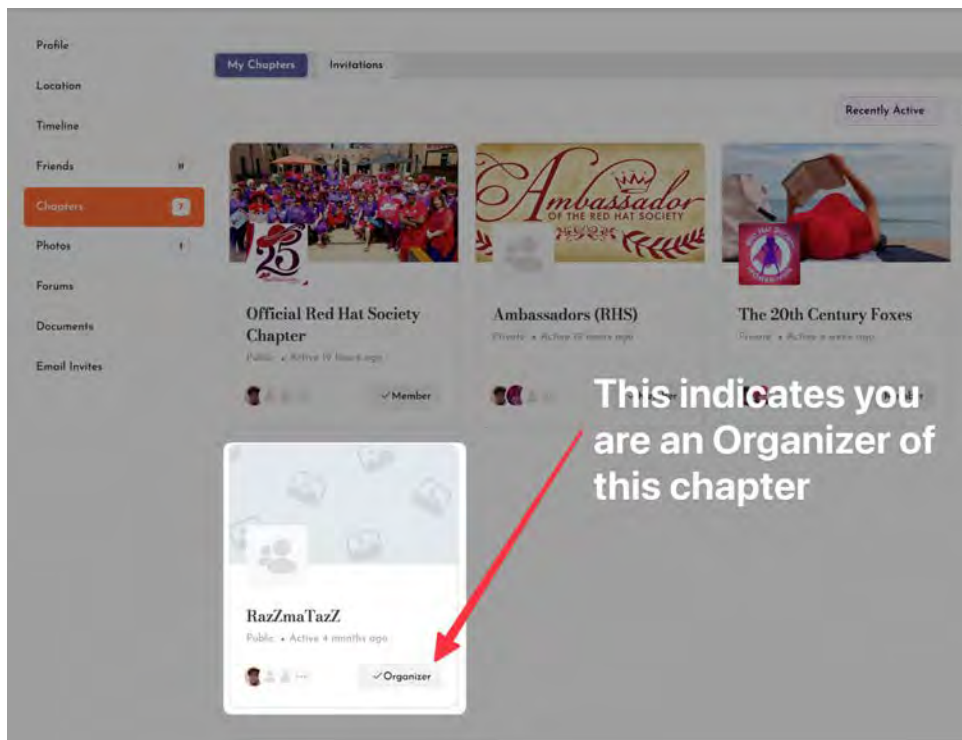
1. Click on your name on the top right of your browser window.



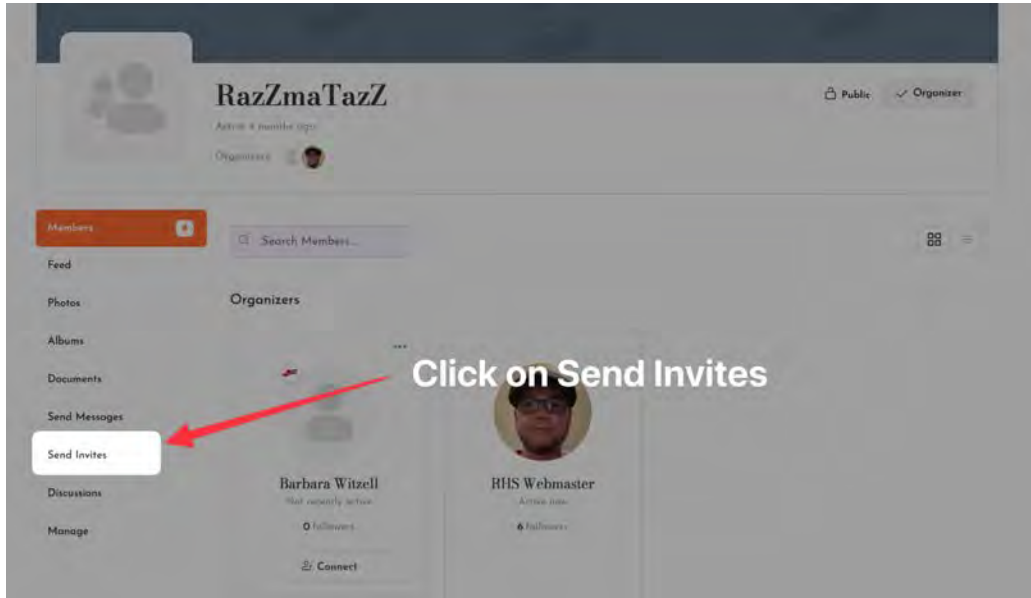
2. Hover over Chapters in the dropdown menu, then click on My Chapters.



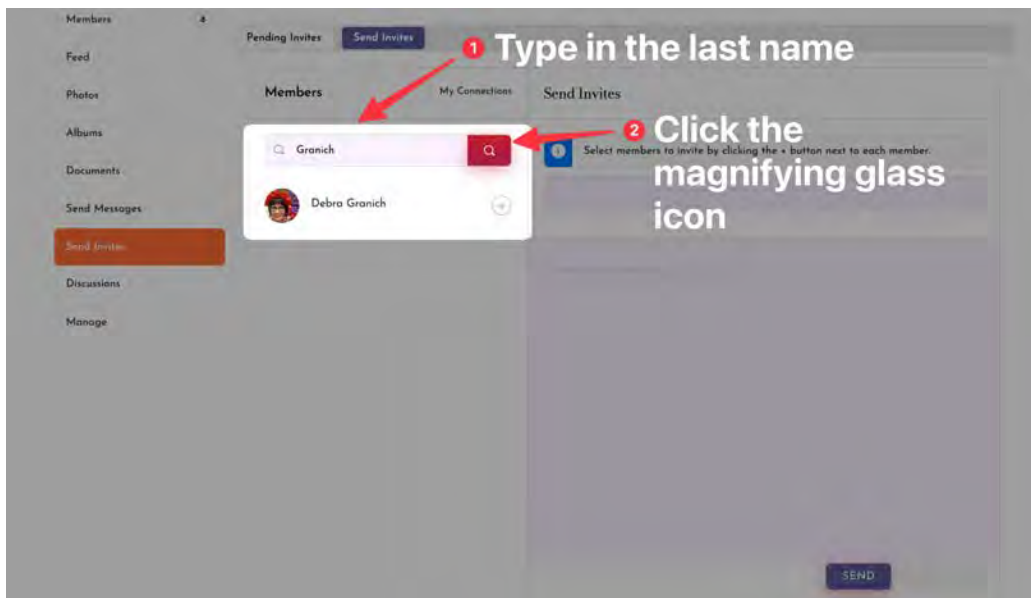
3. This will bring up a list of all the chapters you belong to. If you are an Organizer of a chapter, you will see the word "Organizer" inside the chapter information box.



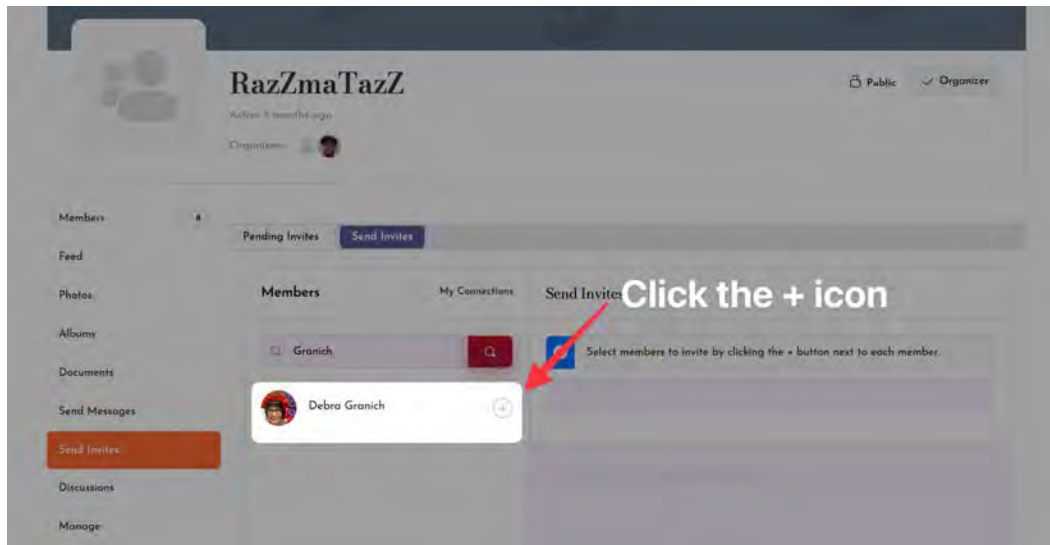
4. Click on the name of the chapter you want to add members to. This will bring up a list of all current members in your chapter.
5. Next, click on Sent Invites. This will bring up a list of all members on the website. It may take a minute or so to populate this list.



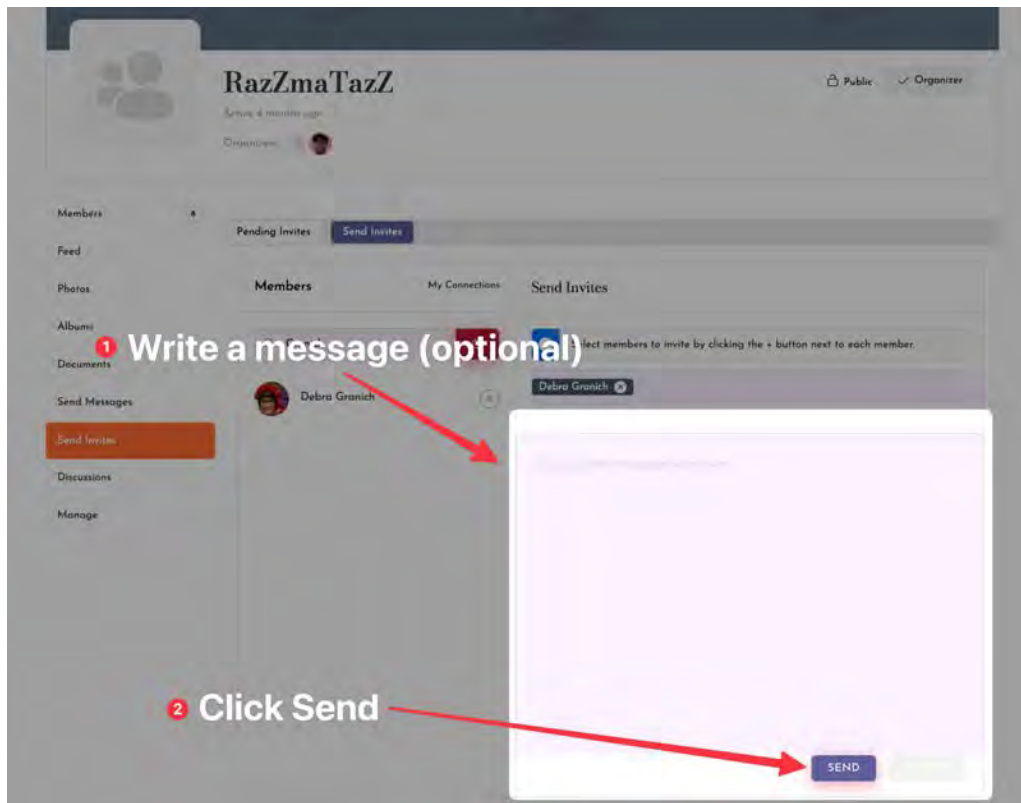
6. In the Search Members field, type in the name of the person you want to find (at this time you can't use first AND last name together, so just use the last name) and then click on the magnifying glass button.



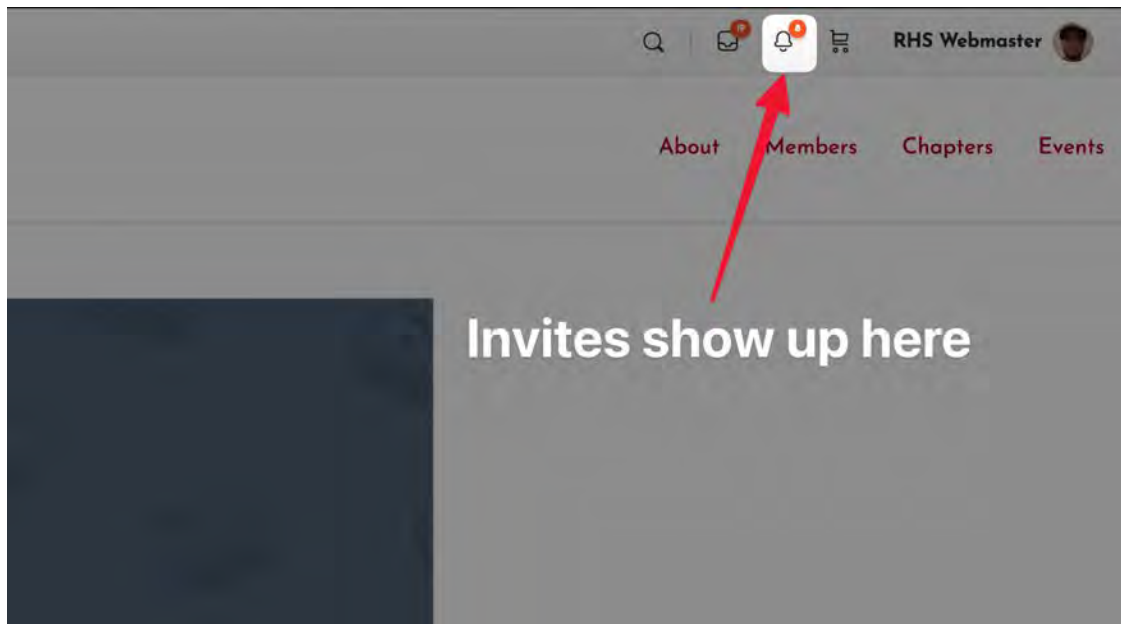
7. A list of all members that match your criteria will show up. From here, click on the + icon next to the name of the person you want to invite. Their name will be added to the invitation. You can invite more than one person at a time. To add more members, repeat steps 6 and 7.



8. You can write a message to the people you want to invite (optional). When you are ready, click the Send button. Members will need to accept the invitation to be added to the chapter.



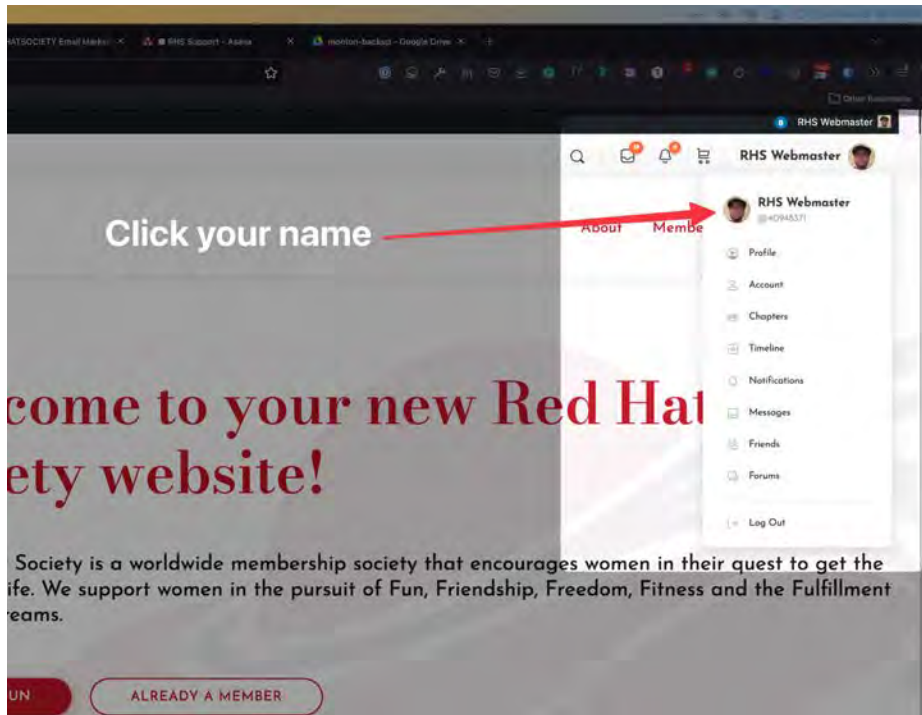
9. Invitations will show up in the Notifications section in the top menu.



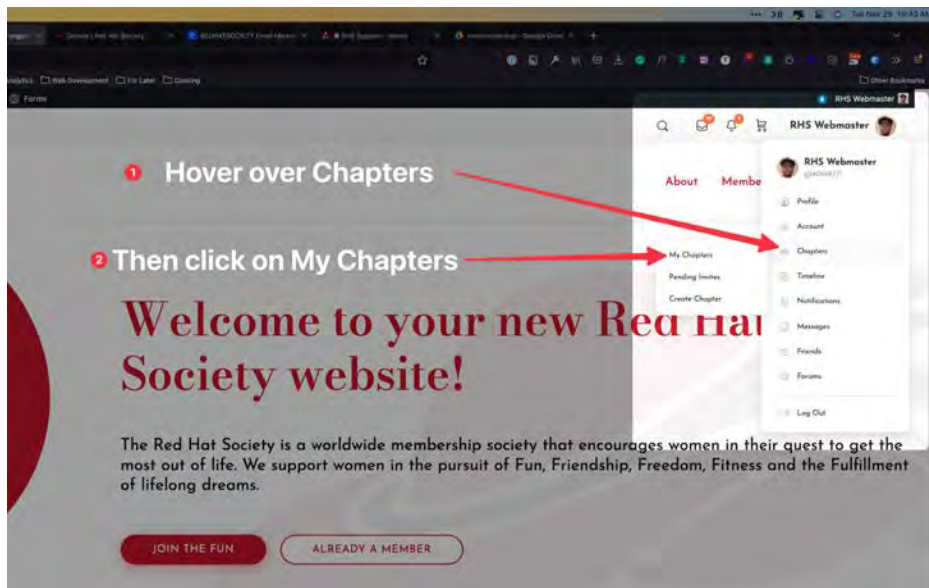
How to remove members to your chapter

You must be the Organizer of a chapter to add or remove members. If you are not the organizer, please contact your chapter's organizer to do this for you.

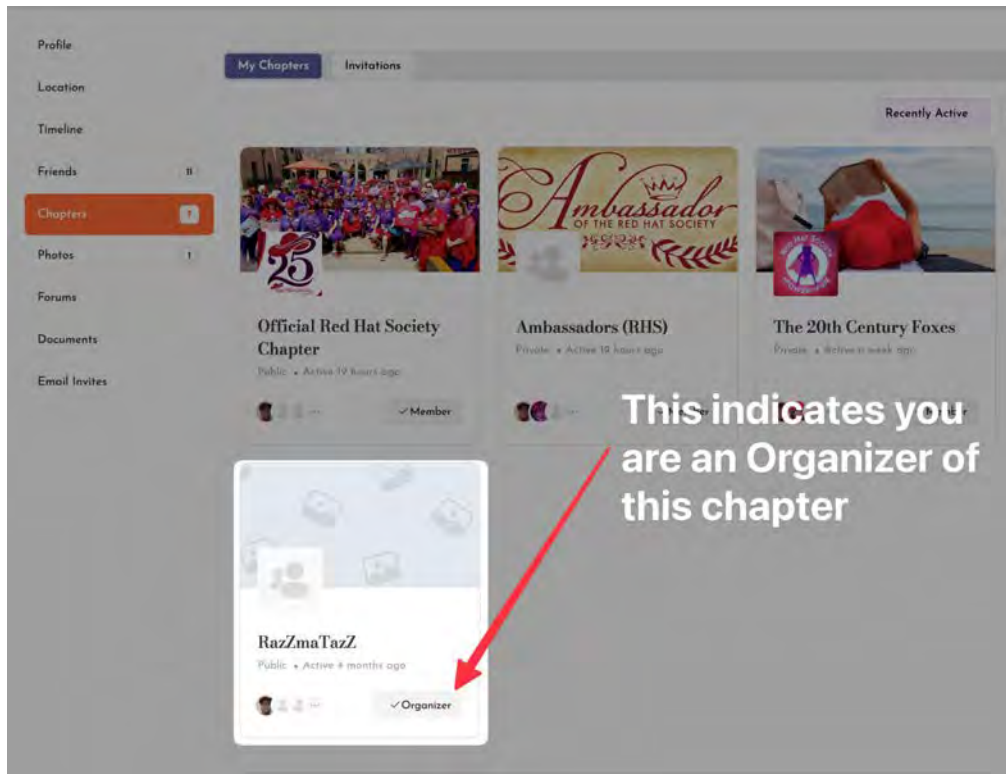
1. Click on your name on the top right of your browser window.



2. Hover over Chapters in the dropdown menu, then click on My Chapters.

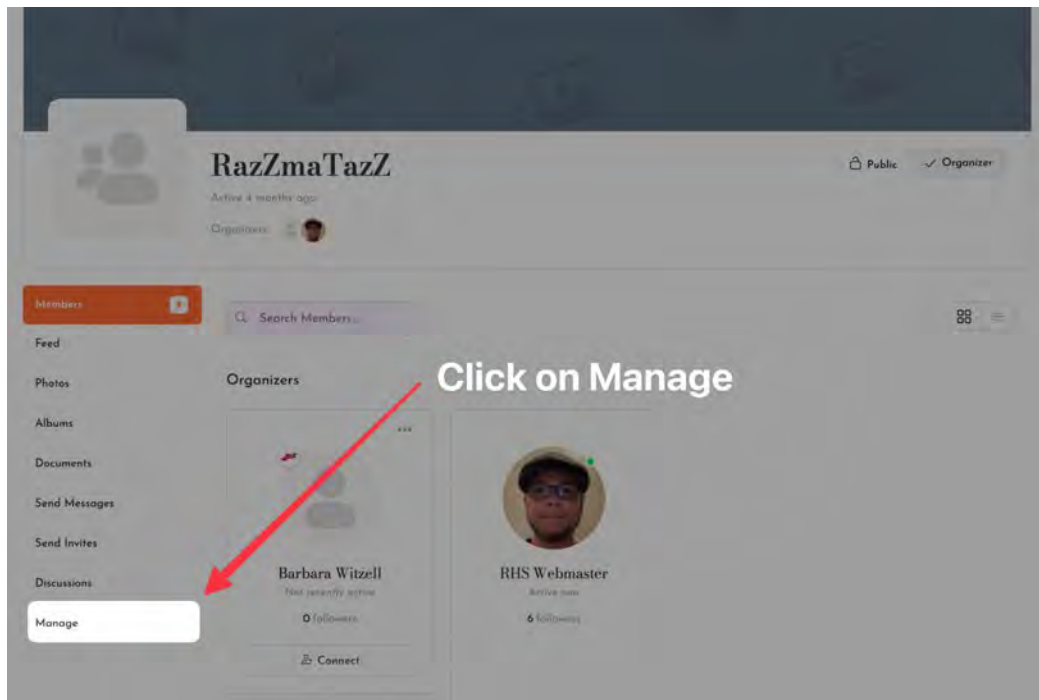


- This will bring up a list of all the chapters you belong to. If you are an Organizer of a chapter, you will see the word "Organizer" inside the chapter information box.

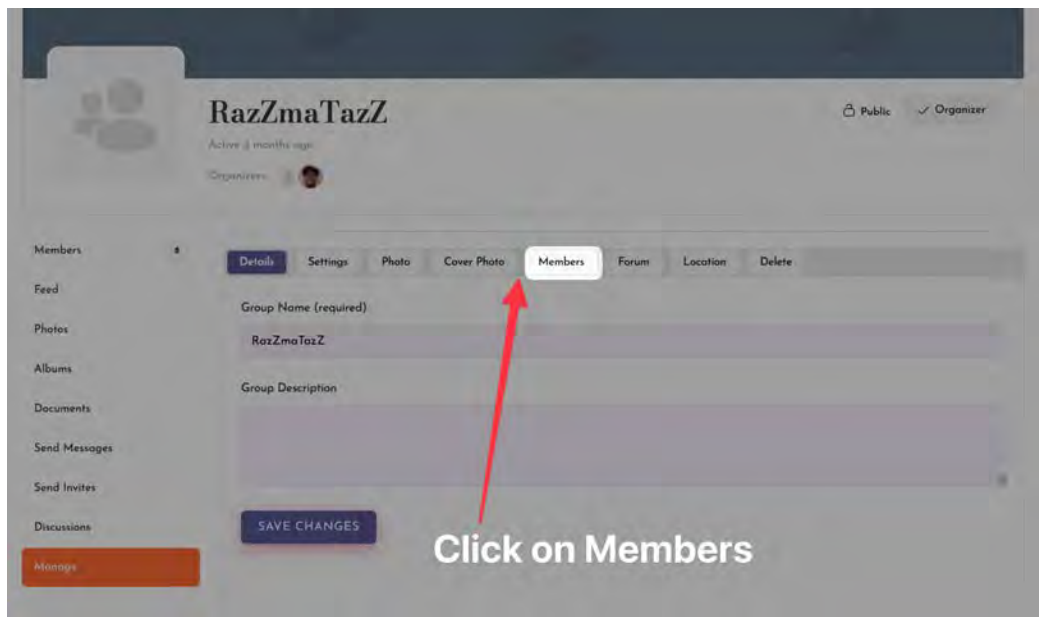


- Click on the name of the chapter you want to add members to. This will bring up a list of all current members in your chapter.

- Next, click on Manage. This will bring up your chapter details along with a new menu.



- Click on the Members link from the chapter page. This will bring up a list of members in your chapter.



7. From here you can promote members to Moderator, promote members to Co-Organizer, or remove them from the group.

