HOW TO MAKE SURE YOUR ROSTER IS
UP TO DATE ON THELINK

If you hold an office and have appropriate access, it is easy to make changes to your group's roster. Head over to the organization page you wish to edit. On the top of the page, click on the roster button for your page. At the top of the page, below the header, will be a button that says "Manage Roster", click it. You will then see a different version of the roster with check boxes and a button that says edit positions.

TO ADD A MEMBER:
For people that have requested to be part of the group, click on the tab that says "Prospective". Then click on the "Approve" membership or "Deny" membership button.

TO REMOVE A MEMBER:
Click the check box next to their name. At the top of the list there will be a button that says "End Membership". The membership is now ended.

TO CHANGE OR ADD LEADERSHIP POSITIONS:
Locate the member in the list. Click the "Edit Positions" button next to their name, then check the box next to the position the member will hold, and click save. To change the leadership role, uncheck the box next to the position the member holds, then click save.

TO CHANGE THE PRIMARY CONTACT
At the top of the page, you will see the box with the primary contact, next to it is a blue square. Before preceding, you should have a new primary contact in mind. Click the blue square, and then select the new primary contact from the list provided.