2. Select “Manage” from the menu next to your user icon (top, right corner).
3. Search & Select the Organization you would like to manage.
4. Select the menu on the left-hand side of the page.
5. Select “Roster.”
6. If the member you are updating does not appear on the roster, select the blue “Invite People” button at the top of the page.

7. Add the member’s email address to add them to the roster. To ensure the member will receive the invitation, you can confirm their email in the UGA Directory (https://peoplesearch.uga.edu/).

8. Be sure to select the type of invitation (i.e. Member, Staff, etc.) and hit the blue “Send Invitations” button.
9. To manage member positions, select the pencil icon beside the member you would like to assign a position to.

10. After selecting the pencil icon, a pop-up will open where you can select one or multiple positions to the member.

- Advisor
- Finance
- Member
- President
- Primary Contact
- Public Relations
- Risk Management
- Secondary (2nd) Contact

![Save and Cancel buttons]

11. To add and/or edit positions, select “Manage Positions” at the top of the page.
12. You can create a position or edit position permissions by selecting the title of the position. Member and Primary Contact cannot be changed.

13. From here, you can rename the position and/or determine how much access is permitted. For example, you may want your Advisor to have “All Access” but you may want your Events Chair to have “Limited Access” to certain functions.