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. To update the Primary Contact, ensure the member you would like to make the new Primary Contact is already on the organization’s roster using the search function.

7. If the member does not appear on the roster, select the blue “Invite People” button at the top of the page.
8. Add the member’s email address to add them to the roster. They will need to accept membership.

9. Be sure to select the type of invitation (i.e. Member, Staff, etc.) and hit the blue “Send Invitations” button.
10. After ensuring the member is a part of the organization’s roster, click on the pencil next to the Primary Contact.

11. Search and Select the member you would like to make the new Primary Contact. The selected member will become the Primary Contact and will have the ability to manage the organization page moving forward. This includes updating the roster and managing positions.