

Manage Rosters

Group Leader Perspective

From the website:

Add a new member:

1. Click groups on the left hand side. Go to your group either in my groups (also listed on the right hand side of the home page) or search by name.
2. Click on the participants tab. Click +New Member.
3. Click "People by name" and with "add directly" selected, type their name and hit Add Now.
 - a. You could also choose to "Invite" by email. Type in the person's name and add your email message requesting they join your group with the meeting details. Then hit send now. **At the point you would add a member to your group, you would probably need to add directly instead of using the invitation, but this option is available.*

Remove a member:

1. In your group, go to group actions in the top right corner. Edit participant list.
2. Checkmark the member(s) you'd like to remove. At the "If checked, set group status to..." dropdown, select Remove from group. Click OK beside the dropdown.

Manage Invitations:

1. Go to group actions in the top right corner. Edit participant list.
2. On the top tab sections, select Open Invitations. Here you can view what individuals have been invited to your group and, using the checkboxes, add or remove from the group.

From the LEAD. app:

Add a new member:

1. In your group, click on Members.
2. In the top right hand corner, hit the + sign. Type in the name and click on the profile.

Remove a member:

1. In your group, click on Members.
2. Swipe to the left on the member you wish to remove. You will see the option to Assign as Leader or Remove.
3. Click Remove. Click Remove on the pop-up window.

Tips:

- You will not be able to manage invitations on the app, and if you attempt to add an individual with a pending invitation, you will not be able to locate them in the system.