

## **Manage Members**

## Serve Team Leader Perspective

### **From the website:**

Add a new member:

1. Click Schedules & Plans on the left hand side. Go to your category (serve team name by campus).
2. Click on the Teams & Positions tab.
3. Drop down your positions listing. Click Add Person.
4. Search by name. Check the box by their name and click Add.

Remove a member:

1. At the Teams & Positions level, drop down positions listing.
2. Hover over the name of the person you'd like to remove and click the X that appears.

Edit Teams & Positions:

1. In the category, go to the Teams & Positions tab.
2. Click Edit Teams/Positions on the right hand side.
3. Here you may add or remove teams as necessary, as well as add extra positions to a particular team. Click Save.

Tips:

- You will not be able to add or remove members to Teams & Positions directly from the app.
- If you add a Team, the position must have a title to save properly. In general, the position title is the same as the team name.
- If you add a volunteer to your schedule (whether by website or app) that is not a member of a position, that volunteer will be added automatically.