MANAGE ROSTER (QUEENS AND GROUP ADMINS)

VIEW ROSTER

1. **LOG IN** to the website with your **USERNAME** and **PASSWORD**.
2. Click on **My Profile.**
3. Click on **Groups** in the tool bar at the top of your page under "**Welcome, [Your Name]**".
4. Under the Group click on **Manage Group.**
5. Click on **Group Admin Options.**
6. Under **MEMBER MANAGEMENT** click on **Export Group Members**.

The system will create a file you can download and save as an Excel doc. ALL Member info is there, including their ID# and expiry date.

QN ADD MEMBERS TO GROUP

1. **LOG IN** to the website with your **USERNAME** and **PASSWORD**. If you are not already in your profile and are on the Red Hat Society home page, go to MY PROFILE in the purple bar at the top of the page.
2. Click on **Groups** in the tool bar at the top of your page under "**Welcome, [Your Name]**".
3. Click on the Group that you are Queen of.
4. In upper right corner within the chapter page, click on the **ADMIN** drop down box.

5. Click on **VIEW PENDING MEMBERS**.

6. In the **Search** drop down, change "Pending Group Members" to "Entire Community"

7. Type in the members First and Last Name. All members with that name will pop up.

8. Click on **ADD TO GROUP**, next to the member that you were searching for.

QN REMOVE MEMBERS

1. **LOG IN** to the website with your **USERNAME** and **PASSWORD.** If you are not already in your profile and are on the Red Hat Society home page, go to MY PROFILE in the purple bar at the top of the page.

2. Click on **Groups** in the tool bar at the top of your page under "**Welcome, [Your Name**]".

3. Click on your Chapter Group.

4. In upper right corner within the chapter page, click on the **ADMIN** drop down box.

5. Click on **VIEW CURRENT MEMBERS.**

6. Find the member that is to be removed.

7. Click on REMOVE FROM GROUP.