

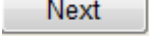
Adding an Administrator to Just Between Friends

1. You must have current permissions to set up new administrators in the system. Master and Alternate group admins have these privileges.
2. Log into your admin account.
3. Make sure the person you wish to add as an administrator is a member of Just Between Friends.
 - a. See Adding members instructions if required.
4. Click on the Administrator tab.
5. Click on the red words **Promote an existing user to an Administrator**.
6. Select the last letter of the member's last name you wish to promote.

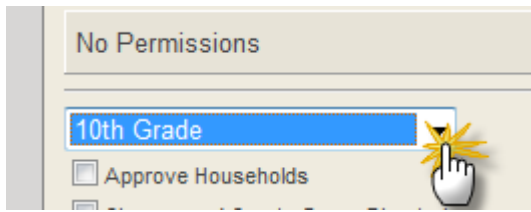
	FIRST NAME	LAST NAME
<input type="checkbox"/>	Janet	Abbott
<input type="checkbox"/>	Javier	Abbott
<input type="checkbox"/>	Margaret	Abbott
<input type="checkbox"/>	Rafael	Abbott
<input type="checkbox"/>	Stephen	Abbott
<input type="checkbox"/>	Andrew	Acevedo
<input type="checkbox"/>	Douglas	Acevedo
<input type="checkbox"/>	Leone	Acevedo
<input type="checkbox"/>	Michael	Acevedo
<input type="checkbox"/>	Tina	Acevedo

- a. If you do not see the person you may have the following scenario:
 - i. They have not been approved into your group.
 - ii. They may not have validated their email.
 - iii. They are not yet in the system.
7. Place a check mark beside the name of the person you wish to promote. You should see a screen similar to the following:

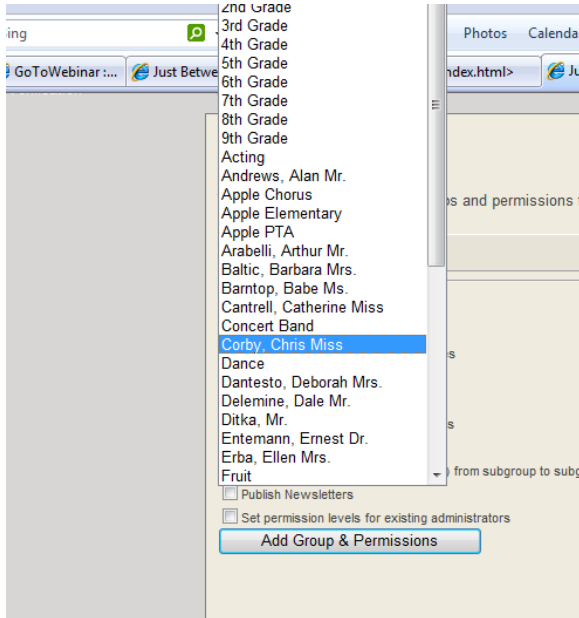
	FIRST NAME	LAST NAME
<input type="checkbox"/>	Janet	Abbott
<input checked="" type="checkbox"/>	Javier	Abbott
<input type="checkbox"/>	Margaret	Abbott
<input type="checkbox"/>	Rafael	Abbott
<input type="checkbox"/>	Stephen	Abbott
<input type="checkbox"/>	Andrew	Acevedo
<input type="checkbox"/>	Douglas	Acevedo

8. Scroll to the bottom of the page and click on the  button.

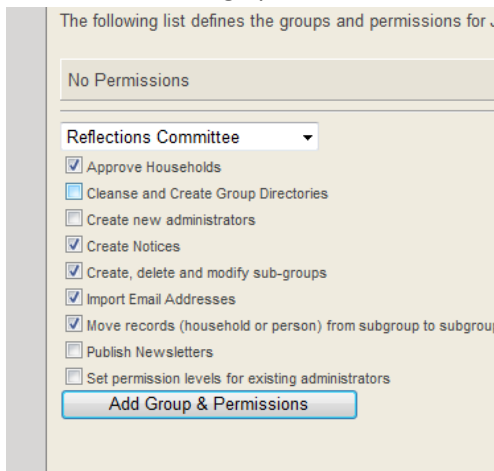
9. Click on the dropdown arrow.



10. You will get a view of all your groups you can choose from:



11. Here we are setting up the Reflections chair and have selected the appropriate permissions:



a. Here are a list of typical permission settings:

i. Volunteer Chair

- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

ii. Homeroom Parent

- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

iii. Membership Chair

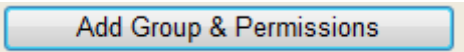
- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

iv. Directory Chair

- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

v. *Communications*

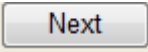
- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators



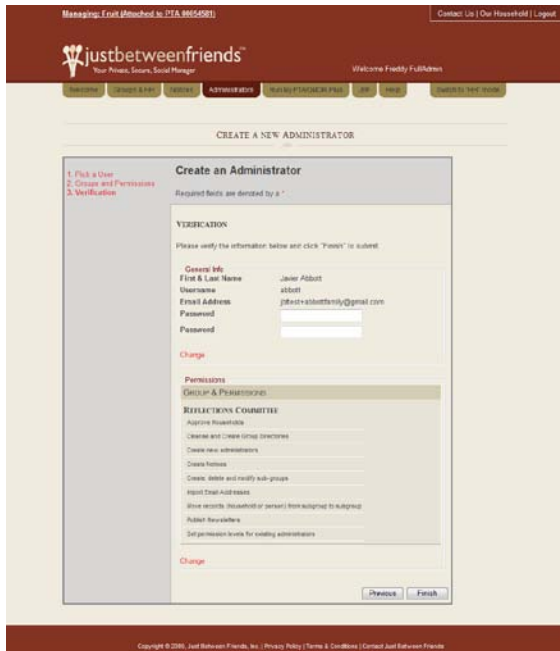
12. Now click on the **Add Group & Permissions** button.

a. Please be sure you have set the right group or sub group for their permissions.


13. If no additional group permissions are needed Click on the **Next** button.



14. You will then receive a page like the following:



15. Add the appropriate password. **Note:** that if the person exists in the system as an admin for some other group you will not be able to name a password. Please do not modify and change the password for the admin unless they request it.

16. Click on the  button.
17. Click on the Administrators tab and then the red words **Modify a Group Administrator** and see how your admin looks in the system (a double check)
18. Finally notify your new admin of their status and password, if appropriate and ask them to take a class for their appropriate position by visiting www.learnjbf.com

If your member is an officer also please add them as appropriate to the "Run My PTA Side".