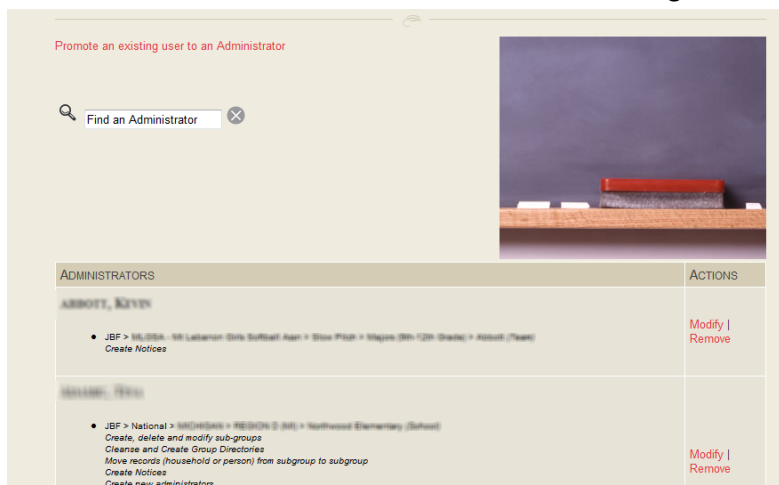


Modifying Administrator Permissions

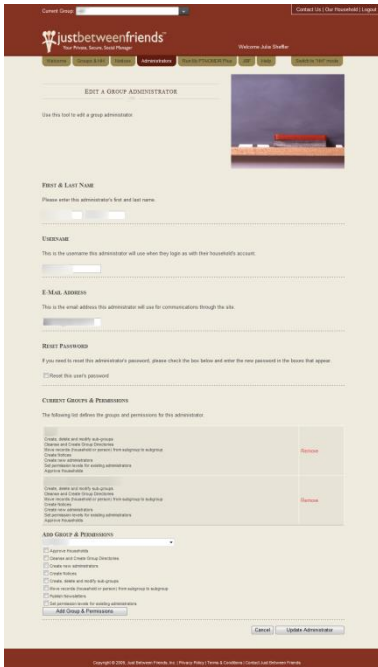
Permissions Required: Administrative: Set permission levels for existing administrators

1. You must have the correct permissions to change administrative permissions. All Master and Alternate Admins have the correct permissions.
2. Log into www.justbetweenfriends.com
3. Click on your admin tab and input your admin password.
4. Click on the button log in.
5. Choose the “Administrators” tab.
6. Click on the red words, **Modify a Group Administrator**
7. You should see a returned screen similar to the following:

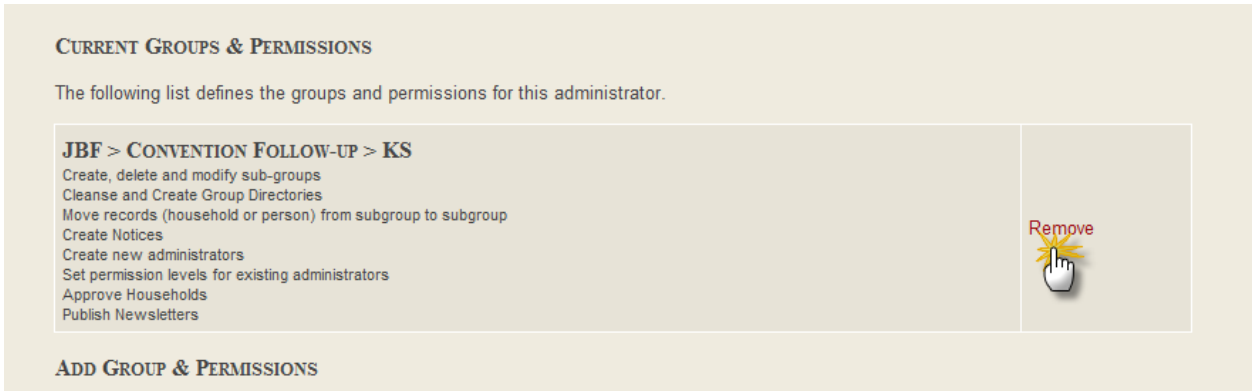


8. To find your admin you may do one of the following:
 - a. Scroll down till you discover your admin. Or
 - b. Start typing the name of the admin in the “Find an Administrator” field.
9. When you find the admin you wish to change the password, click on the red word “Modify” beside their name.

10. You will now see a screen like this one:



11. If you see permissions you wish to take out make sure you add new permissions first.
12. To Add permissions follow the next steps:
 - a. Click on the drop down arrow and select your group to assign permissions to.
 - i. Make sure you assign permissions to the lowest possible group to manage by this admin.
 - b. Now check mark the required permissions.
 - c. Remember do not remove permissions before adding the new ones.
13. Once you have added the new permissions you may click on the remove permissions button beside the unwanted group of permissions. You will get a response like this:



14. This will not confirm the removal so be careful when removing.