

# Updating Administrative Email

1. Log into your admin side of the system.
2. Click on the Administrative tab.



3. You will now wish to select the red words: **Modify a Group Administrator**.



4. Then find the admin you wish to update and click on **Modify** to the right of the name.

ADMINISTRATORS	ACTIONS
<b>COMMCHAIR, CARLA</b> <ul style="list-style-type: none"><li>JBF &gt; Fruit &gt; Apple Elementary &gt; Apple PTA (PTA) Move records (household or person) from subgroup to subgroup</li></ul>	Modify   Remove
<b>COUNCILPRES, CORA</b> <ul style="list-style-type: none"><li>JBF &gt; Fruit &gt; Apple Elementary (PTA) Create, delete and modify sub-groups Cleanse and Create Group Directories Move records (household or person) from subgroup to subgroup Create Notices Create new administrators Set permission levels for existing administrators Approve Households Publish Newsletters Import Email Addresses</li></ul>	Modify   Remove
<b>DIRECTORYCHAIR, DEBORAH</b> <ul style="list-style-type: none"><li>JBF &gt; Fruit &gt; Apple Elementary &gt; Apple PTA (PTA) Create, delete and modify sub-groups Cleanse and Create Group Directories Move records (household or person) from subgroup to subgroup Approve Households</li></ul>	Modify   Remove
<b>DIRECTORYTOO, DENNIS</b>	

5. Click on the editable field you wish to update and change.
6. The fields you may update are as follows:
  - a. E-Mail Address
    - i. To change the email address click in the email address field.

**FIRST & LAST NAME**  
Please enter this administrator's first and last name.  
Cora Councilpres

---

**USERNAME**  
This is the username this administrator will use when they login as with their  
ccouncilpres

---

**E-MAIL ADDRESS**  
This is the email address this administrator will use for communications through the system.  
Click Here ccouncilpres@jbfest-coracouncilpres.org  
 AT

---

**RESET PASSWORD**  
If you need to reset this administrator's password, please check the box below.  
 Reset this user's password

- ii. Change as needed
- b. Change group permissions
  - i. Move to the permissions boxes towards the bottom of the page by scrolling down.

**CURRENT GROUPS & PERMISSIONS**  
The following list defines the groups and permissions for this administrator.

<b>JBF &gt; FRUIT &gt; APPLE ELEMENTARY</b> Create, delete and modify sub-groups Cleanse and Create Group Directories Move records (household or person) from subgroup to subgroup Create Notices Create new administrators Set permission levels for existing administrators Approve Households Publish Newsletters Import Email Addresses	Remove
--	--------

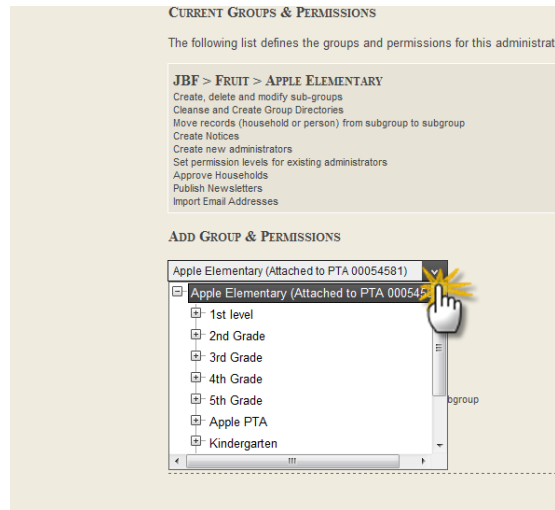
**ADD GROUP & PERMISSIONS**  
 Apple Elementary (Attached to PTA 00054581) ▼

- 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

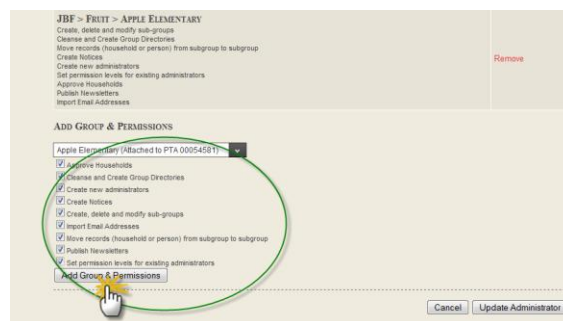
[Add Group & Permissions](#)

Cancel Update Administrator

- ii. Select the group that you would like to change or add permissions to.



- iii. Checkmark the permissions and then click the button Add Group & Permissions button.




- iv. If you wish to change the permissions for admins current groups perform the action as if you are adding them anew. It will replace the old permissions.

- c. To delete permissions (*do not delete your permissions, you will not be able to do admin work in the system*) click on the Remove button to the right of the group permissions. See below:

Reset this user's password

---

**CURRENT GROUPS & PERMISSIONS**  
The following list defines the groups and permissions for this administrator.

<p><b>JBF &gt; FRUIT &gt; APPLE ELEMENTARY</b>            Create, delete and modify sub-groups            Cleanse and Create Group Directories            Move records (household or person) from subgroup to subgroup            Create Notices            Create new administrators            Set permission levels for existing administrators            Approve Households            Publish Newsletters            Import Email Addresses</p>	
---	---

**ADD GROUP & PERMISSIONS**

Apple Elementary (Attached to PTA 00054581) ▼

Approve Households  
 Cleanse and Create Group Directories  
 Create new administrators  
 Create Notices

d. Password

- i. Checkmark the change the Reset password box.

**E-MAIL ADDRESS**  
This is the email address this administrator will use for communications through the site.

---

**RESET PASSWORD**  
If you need to reset this administrator's password, please check the box below and enter the new password in the boxes that appear.

Reset this user's password

Words must be at least 7 characters long.

- ii. When you check mark the box, two new fields will appear requesting the new password and new password confirmation.

**E-MAIL ADDRESS**  
This is the email address this administrator will use for communications through the site.

---

**RESET PASSWORD**  
If you need to reset this administrator's password, please check the box below and enter the new password in the boxes that appear.

Reset this user's password

Passwords must be at least 7 characters long.

---

**CURRENT GROUPS & PERMISSIONS**  
The following list defines the groups and permissions for this administrator.

<p><b>JBF &gt; FRUIT &gt; APPLE ELEMENTARY</b>            Create, delete and modify sub-groups            Cleanse and Create Group Directories            Move records (household or person) from subgroup to subgroup            Create Notices            Create new administrators</p>	<p>Remove</p>
---	---------------

- iii. When you complete scroll down to the bottom of the screen and click on the Update button. **This will only change the password to the admin side** not the log in at [www.justbetweenfriends.com](http://www.justbetweenfriends.com). This must be completed separately.