

EXTENDING OFFICER'S PERMISSIONS BY EXTENDING THEIR TERM

At times you may wish to add or subtract the permissions for the administrators or officers in the system. Examples of where this might be the case is the turnover of the PTA board each school year, when new officers and chairs are elected and appointed.

Once you have created an "Activity" to track, you will wish to add participants. There are three ways to do this: you select the participants, you ask your school to add themselves to the list or a combination of both.

Objectives:

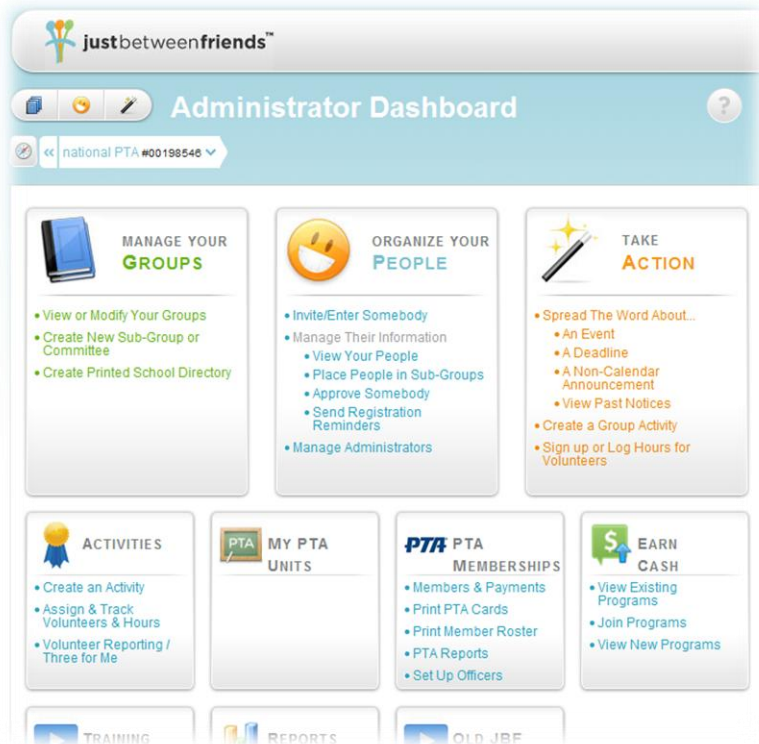
- You will learn how to extend PTA permission in the system for current officers

Summary:

Log into your "Administrator's Dashboard" → Click on "Manage Administrators" under the Happy Face icon → Click on the "Actions" button → Select "Manage Officers" → Click on the "Paper & Pencil" icon to the right of the officer you wish to edit → Make changes as needed → Click on the green "Save" button

Detailed Instructions:

1. You must have current permissions to change new administrators in the system. Master and Alternate group admins have these permissions. (contact Just Between Friends customer support, if you do not believe you have the proper permissions to perform this function). If you have an officer who has current permissions please contact them and they will be able to assist you also.
2. Log into your admin account. When you log in you should see the "Administrator Dashboard"



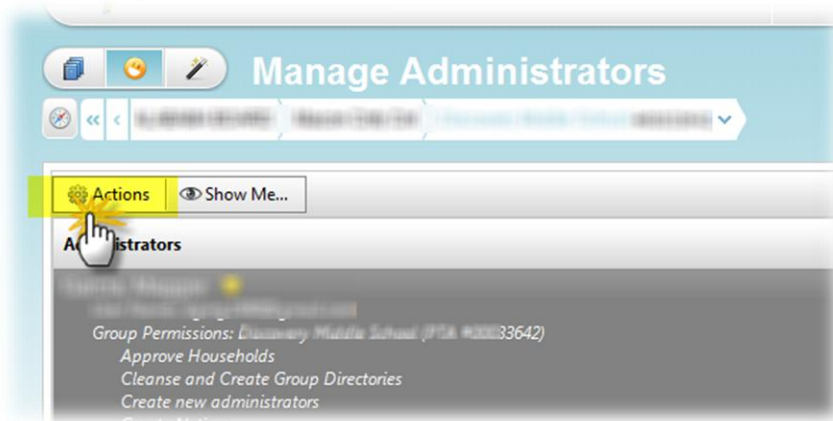
3. Click on the blue words “[Manage Administrators](#)” under the box with the 🗨️ icon on the Administrator Dashboard

Hint: Be sure you are in the correct group you wish to manage your administrators. Such as: the Volunteer group or homeroom parent group.

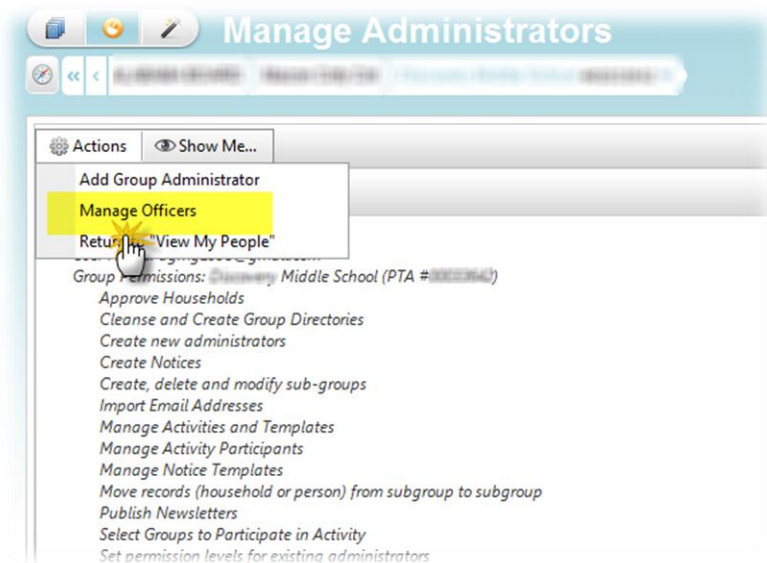



4. . Click on the button labeled










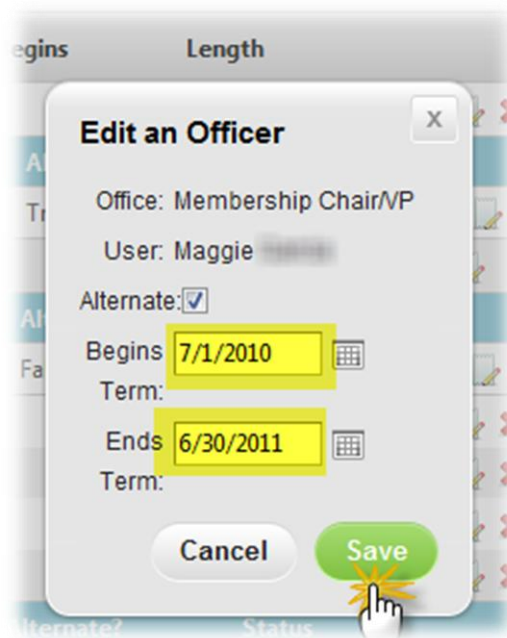
5. From the dropdown box which appears, select “Manage Officers”



6. You will see a list of your past, current and future officers you have listed. Click on the  icon to the right of the officer you wish to extend or modify term

Actions																	
Title	Active?	Term Begins	Length														
Membership Chair/VP	True	Jul 1	12 months	+  -													
<table border="1"> <thead> <tr> <th>Name</th> <th>Begins</th> <th>Ends</th> <th>Alternate?</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Maggie [redacted]</td> <td>07/01/10</td> <td>06/30/11</td> <td>True</td> <td>CURRENT</td> <td> -</td> </tr> </tbody> </table>						Name	Begins	Ends	Alternate?	Status		Maggie [redacted]	07/01/10	06/30/11	True	CURRENT	 -
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7. In the popup dialog box change the dates of the term and then click on the  button



8. Repeat as needed.

Hint: Remember if you are to extend yours or any other officer's term you must do so prior to your term's expiration, because once it expires you will not be able to manage officers in the system. If this happens contact Just Between Friends customer support or go to www.justbetweenfriends.com/ptaquickstart, enter your unit number and follow the prompts.