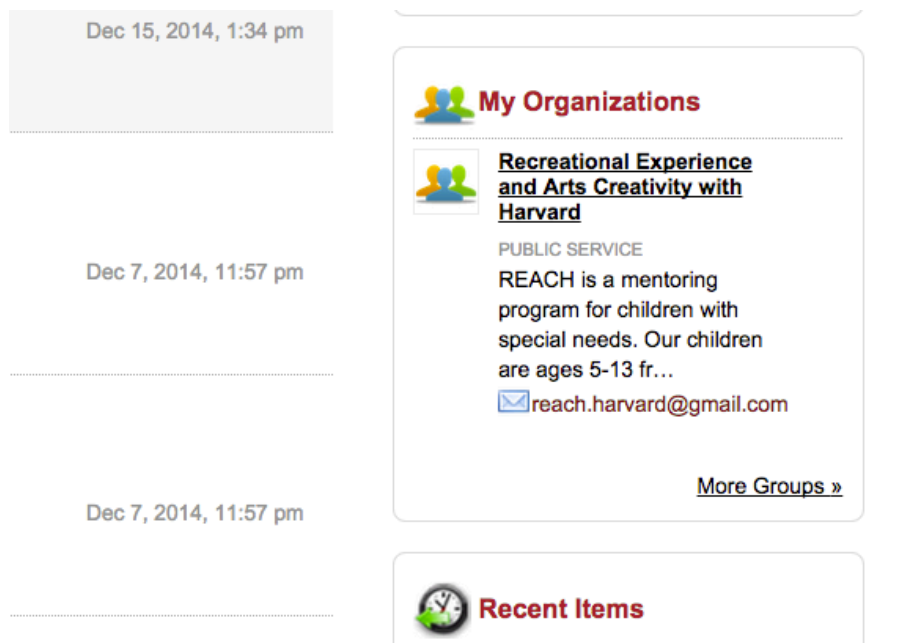
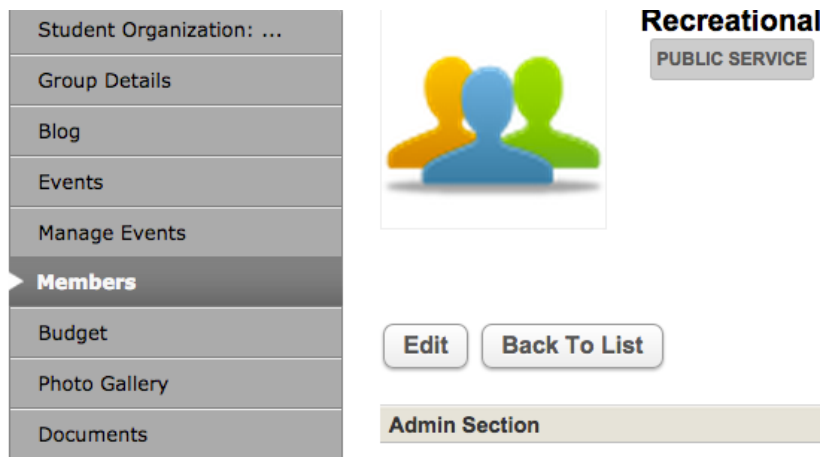


Adding Officers and Members in theHub

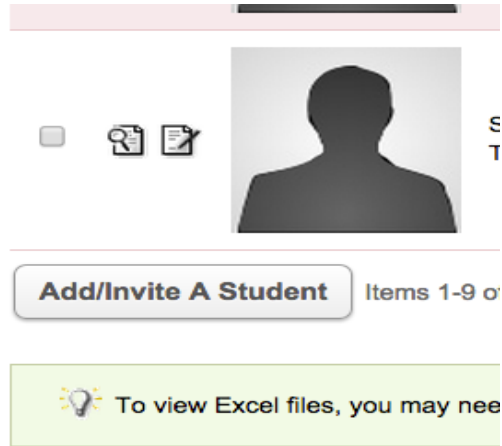
1. Log in to theHub.
2. On the bottom right-hand side, locate the box with the heading **'My Organizations'**. To see more organizations, click on **'More Groups'**. Select the group you would like to update.



3. Once on the Group Profile, officers can explore and update multiple areas of information related to their student organization. To update group membership, select **'Members'** on left menu.



4. The current roster for the organization will appear. To add a new member, scroll to bottom of membership list and select **'Add/Invite a Student'**.



5. Under Status, select Active Member, Admin, or Invited. **Note: If adding an officer, you should not select 'Invite.'** Select from either Admin or Active Member. Group access and privileges are determined by how a member is entered:

Submit Save Cancel

Admin Section

Status*: Active Member
Admin
✓ Invited

Student*:

Student Group*: Recreational Experience and Arts Creativity with Harvard

Position*: Officers must be assigned one of the options listed above. To ensure your organization those who are the primary leaders of the organization (President, Co-Chair, etc) should and individuals with primary financial responsibility should be listed as the Treasurer. Of the next field.

Official Title (if applicable): Student organization leaders may include official titles here if applicable.

Date Joined:

Date Left:

Admin: An admin has **full access to the organization's profile** and can view all budget/gift accounts and make withdrawal requests from these accounts. They can also view the entire membership and add, delete, or suspend members. Group admins can also edit any field that is a part of the group profile including the purpose statement, membership requirements, photos, etc and can email all members of the group. **We recommend granting Admin privileges only to organization officers.**

Active Member: Active members are able to view the group details, add photos if the group admin has enabled the option, and can view the membership list unless the group admin has limited access. Active members are not able to see any budget/gift accounts or edit any information on the group profile. This option is useful for adding members who do not hold a leadership position in the group.

Invited: Invited members **are not added to the group** and must manually accept the invitation from their own Hub profile in order to appear on the membership roster. Officers should not be entered as Invited.

6. Once the appropriate Status is selected, complete the student information and position in the organization. There is an option for General Member for those who do not hold an office.

7. The date joined and left will auto-populate in theHub and are not required to be completed.

Removing Officers and Members in theHub

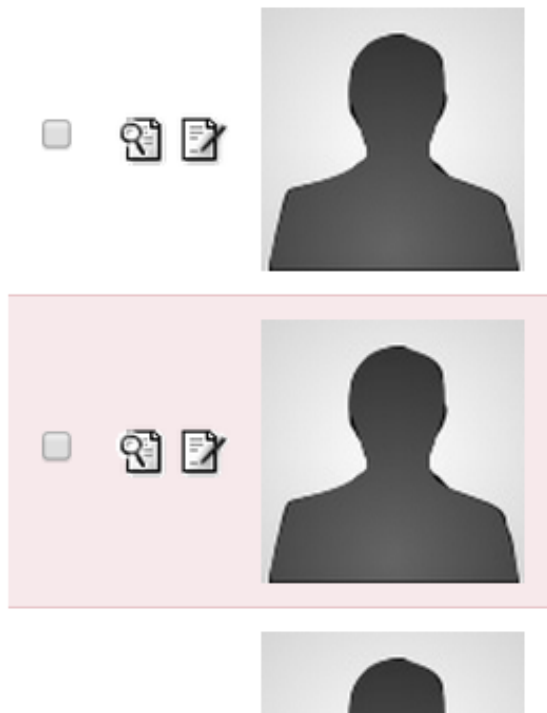
1. On the bottom right-hand side, locate the box with the heading **'My Organizations'**. To see more organizations, click on **'More Groups'**. Select the group you would like to update.

The screenshot shows a sidebar on the left with three entries, each with a timestamp: "Dec 15, 2014, 1:34 pm", "Dec 7, 2014, 11:57 pm", and "Dec 7, 2014, 11:57 pm". The main content area features a "My Organizations" section with a group icon and the title "Recreational Experience and Arts Creativity with Harvard". Below the title, it lists "PUBLIC SERVICE" and a description: "REACH is a mentoring program for children with special needs. Our children are ages 5-13 fr...". An email address "reach.harvard@gmail.com" is provided with an envelope icon. A "More Groups »" link is at the bottom right. Below this is a "Recent Items" section with a clock icon.

2. Once on the Group Profile, officers can explore and update multiple areas of information related to their student organization. To update group membership, select **'Members'** on left menu.

The screenshot shows a left-hand menu with the following items: "Student Organization: ...", "Group Details", "Blog", "Events", "Manage Events", "Members" (highlighted with a white arrow), "Budget", "Photo Gallery", and "Documents". The main content area displays a group icon of three people (orange, blue, green) and the title "Recreational" with a "PUBLIC SERVICE" tag. Below the icon are "Edit" and "Back To List" buttons. At the bottom, there is an "Admin Section" header.

3. Select the member(s) you would like to remove from the roster by checking the box next to their profile.



4. Once the members are selected, use the drop down menu from the **'Actions'** tab to either **Disable Membership** or **Remove Admin Privilege**. From this tab, Admin privileges can also be granted or removed. Disabling membership will remove members from the active membership list and place them on the former membership list. Disabled members will no longer be able to view or interact with the group.

