Managing Your Group’s Membership

In order to manage a group or its content, you must be logged in and you must have the appropriate role in that group. For **Workgroups**, this means you must have the role *Chair* or *Administrator Member.* For **Regions**, you must be a *Regional Representative* or an *Administrator Member*.

# Adding a New User to Your Group

**Step 1:** Login to the website. The login page is at [**nltapa.org/user**](http://nltapa.org/user) and can be reached by clicking the **Login** link in the upper right hand corner of every page on the website.

**Step 2:** After logging in, navigate to your group’s homepage. You can get to your group’s homepage by clicking on **Workgroups** or **Regions** in the main menu and selecting your group from the dropdown.

**Step 3:** On your group’s homepage, there are 2 ways to add group members. I’ll show you the long way first. Click on **Group** in the upper right hand corner of your group page.

**Step 4:** The page you land on is the *Group Management* page. Here is where you add and edit the people in your group. At the very top of the list is the **Add People** link. Click on that link.

**Step 5:** This is the page where you add a new member to your group. If the user already exists in the database, you can simply type a few letters of their name in the box in the **ADD A GROUP MEMBER TO YOUR GROUP** section. Select their name from the dropdown. If they do not appear in the dropdown, they will have to be added to the user database.

If the user is a Chairperson or needs administrative access to the group, check the boxes next to those options before clicking on **Add Users.** You do not need to fill out the *Request Message* box.

**Step 6:** If the user is not in the database, it is simple to add them. Just above the **ADD A GROUP MEMBER TO YOU GROUP** section, there is a **CREATE A NEW USER** section. Click on that heading to expand it. You will see a user form.

Fill out this form as completely as possible. When you are finished, click on **Create User.** The user will be entered into the user database. **THEY HAVE NOT BEEN ADDED TO YOUR GROUP YET**. Follow **Step 5** to add them to your group.

## Deleting a User from Your Group

**Step 1:**  Log into the website following the steps above.

**Step 2:** Navigate to the group you would like to manage.

**Step 3:** Click on **Group** in the upper right hand corner of your group page.

**Step 4:** The page you land on is the *Group Management page.* Here is where you manage the people in your group. Click on **People**.

**Step 5:** On this page, you can rearrange, edit, and remove users from your group. Click on the **remove** link to delete the corresponding user from your group.

## Reordering Your Group’s Members

**Step 1:**  Log into the website following the steps above.

**Step 2:** Navigate to the group you would like to manage.

**Step 3:** Click on **Group** in the upper right hand corner of your group page.

**Step 4:**  The page you land on is the *Group Management page.* Here is where you manage the people in your group. Click on **People**.

**Step 5:** On this page, you can rearrange, edit, and remove users from your group. Click and hold the  icon to the left of each row. Drag it, and that row, into desired position within your group membership.

**Step 6**: Click on the **Save** button at the bottom of the screen to save the order. The new membership order will be reflected on your group’s homepage.