Member Functions

Inviting Users

Group managers can invite both hub users and unregistered users to join their group.

- 1. From the "My Groups" section on your "my HUB" page, select the group.
- 2. Click Show Manager Controls and click Invite Members.
- 3. Type in the name of the user you would like to invite (notice that the auto completer assists in finding users) or the email address of the person.
- 4. You may include a message with your invitation in appropriate box.
- 5. Click "Invite" and they will receive the invite in their email.
- 6. Verify that the invitation have been sent to the correct people.

Promote a User to a Manager

Groups can have multiple managers. As a group manager, you can promote other group members or demote other managers.

NOTE: A group must have at least one manager at all times.

- 1. Go to the main group page and click on the "Members" tab at the left side.
- 2. Click on the promote icon(indicated by the arrow pointing up) next to the name of the person you would like to promote to manager status.