Editing Users in Your Group

At some point you may need to edit of one of the users in your group. This includes changing their role or removing them from the group completely. This document will cover the step-by-step process to changing user roles.

Requirements

Adding a new user to your group comes with a few requirements you must be aware of:

- You must have the role of Owner or Admin of the group of the member you are editing. (For more information on Roles, see the tutorial Overview: Groups and Roles)

1. Log-in

When you first visit ignitorlabs.com, you will see three large squares on the home page. Click on the box labeled '**LogIn**'   This will take you to the Login page. You will enter your user name and password and click the 'Login' button.

2. Locating the Manage Profile Section

The first page you will see when you log in, is your account home page. Look to the top menu bar and click on 'Manage Profile.'

3. Groups Tab

In the Manage Profile section, click on the Groups tab and go to the section labeled Active Groups. In the groups list, locate the group of the member you need to edit. Click the 'Details' button for that group.

4. Group Members List

Scroll down to the Group Members list at the bottom of this section. This list shows the names and roles of all members in this group. Locate the user whose role you want to change, then click the 'Edit' button for that user. The Edit Group Member window will pop up.

5. Edit Group Member Window

This window displays the member name and current role within the group. Here you can change the role of a member, or use the 'Remove Member' button to remove them the group.

Changing a Member's Role:
Click on the drop down menu for the member's role and select a new role. NOTE: Only the Group Owner has authorization to assign or remove the role of Admin, or transfer the role of Owner to another user.

Removing a Member:
Clicking the 'Remove Member' button will prompt a confirmation pop-up asking if you are sure you want to remove the member from this group. Clicking 'OK' will remove the member from the group. They will disappear from the Group Member list and this group will no longer appear in their Active Groups list. NOTE: Only the Group Owner has authorization to remove an Admin member.