ADD PENDING MEMBERS

https://www.youtube.com/watch?v=tGnj0MqRTpM

1. If logged in, your name will be in the right-hand corner (if not, log in first). Click on your name, then click "My Account."



- 2. If you have pending members, there will be a number in a red bubble beside your group name.
- 3. Click on your group name.



4. Hover over the name of the pending member's name and click the pencil icon that appears to the right.

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	Group Details: Leaders:						
	Type: Mixed Group • Greg Knapp [Leader] Time of Day: PM Day of Week: Sunday 1825 Group: No Online Only: No Childcare: No Meeting Method: Hybrid	Edit					
	Active Members						
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5. Select role for the new member using the drop down menu.

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- 6. Click on the box next to "ACTIVE".
- 7. Be sure to "Save".

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