

# Member management

## Invite members

1. Click the **My projects** link in the menu
2. Select a project from the list, or create a new project
3. Click the **Members** tab
4. Click the **Invite** sub-tab
5. Enter an email address that has not already been used, select a Group role and add a custom message
6. Click the **Send invites** button
  1. Confirm the You have been made a member of... email is received with the custom email text
  2. Confirm the An administrator created an account for you at Weedmanager email is received
7. Click the **Members** sub-tab
  1. Confirm the invited user is listed with the assigned Role
8. Click the **Invite** sub-tab

## Invite members

Weeds

Settings

Members

Reports

Members

Invite

Requests

Email addresses

john@groundtruth.co.nz

Group role

Manager (can edit project content)

Email message

B I | 🔗 📎 | ➤ ⌵ | ↺ ↻ | 🖨️ | Format | Source

You have been made a member of the **Peka Peka Hill** project.

Basic HTML

About text formats

This message text will be included in the email invitation

Send invites

Cancel

## Add or remove invited members

1. Click the **Members** tab
2. Click the **Add member** button
3. Enter the username of the removed member
  1. Confirm that the username autocompletes
4. Assign a **Role** and add a custom email message
5. Click the **Save** button
  1. Confirm the You have been made a member of... email is received with the custom email text
6. Click the **Members** sub-tab
  1. Confirm the invited user is listed with the assigned Role
7. Click **Remove member** from the Operations dropdown
  1. Confirm the user is no longer a member of the project

Members			
Add member			
	Role	Joined	Operations
adam.shand	• Administrator	23/07/2021	✎ Edit member
adamshandnet	• Volunteer	23/07/2021	Remove member

## Membership requests

### Project settings: Sharing

Weeds
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About
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☒ List this project publicly

☒ Allow membership requests

☐ Share summary data

Revision information  
No revision
☐ Create new revision

☒ Save

☒ Published

1. Click the **Settings** tab
2. Click the **Sharing** sub-tab
3. Tick the **List this project publicly** and **Allow membership requests** checkboxes and **Save**
4. Click the **Find projects** link in the menu
  1. Confirm you can locate the project in the list or by searching
5. Click the project link
  1. Confirm the **Request membership** button is present

6. Click the **Request membership** button
7. Enter a custom message and click **Confirm**
  1. Confirm the project owner receives a notification of the request with the custom text
8. Log back in as the project owner
9. Click the **Members** tab
10. Click the **Requests** sub-tab
  1. Confirm the request is listed
11. Click the **Approve membership** link
12. Set a **Role**, enter a **custom message** and click **Save**
  1. Confirm the confirmation email is received with the custom message
  2. Confirm the request has been removed from the **Requests** page
13. Click the **Members** sub-tab
  1. Confirm the member is listed with the assigned role

Weeds	Settings	Members	Reports
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Members	Invite	Requests
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Name	Requested on	Operations
adamshandnet	06/08/2021	<div>Approve membership</div> <div>Reject Membership</div> <div>Delete request</div>

## Member access

1. Ask the newly joined member to **Log in**
2. Click **My projects**
  1. Confirm the joined project is listed
3. Click the project link
  1. Confirm the **Request membership** button is not present

Revision #1

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