

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
Settings
Members
Reports

About
Location
Sharing
Species
Herbicides

☒ 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
-------	----------	---------	---------

Members	Invite	Requests
---------	--------	----------

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

Created 5 August 2021 21:19:14

Updated 28 June 2023 21:51:46