

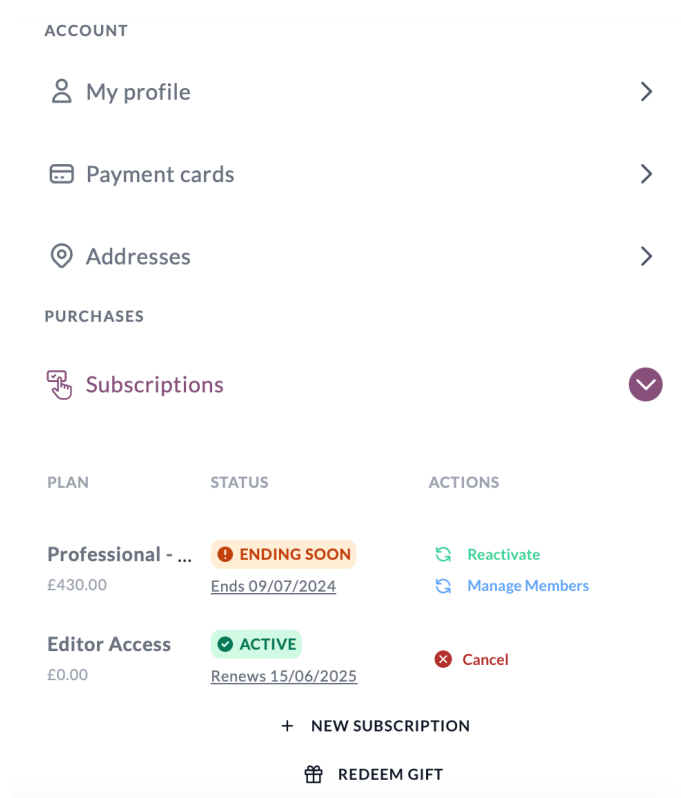
Guide to administering group membership

This guide will walk you through the process of effectively managing group memberships and ensuring smooth access for your members. When you purchase a group professional membership, you will become the administrator for that group.

Below are the steps to administer your group membership, including how to make invitations work seamlessly.

Step 1: Accessing Group Membership Settings

1. **Login:** Visit our website and log in to your account using your credentials.
2. **Navigate to Group Settings:**
 - 2.1. Click on the person icon in the upper right corner.
 - 2.2. Select 'Subscriptions' under 'PURCHASES' in the roll-out menu (we'll refer to this as the Control Panel from now on).
 - 2.3. You will see your Professional Membership appearing.



Step 2: Inviting Members (if you are an admin for the group)

1. Click on 'Manage Members' under your 'Professional Membership' as stated above.
2. A pop-up window will appear.

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Manage Members

Seat capacity: 0/9

INVITE MEMBERS

Comma-separated list e.g. 'john@example.com,jane@example.com'

Enter emails*

john.smith@gmail.com

INVITE

LIST OF MEMBERS

EMAIL	STATUS	ACTIONS
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3. **Enter details:** Enter the email addresses of the individuals you wish to invite to join the group.
4. **Send Invitation:** Click on 'Invite'.

Step 3: Managing Invitations and Acceptance

3.1 Recipient Action: When recipients receive the invitation email, they will be prompted to register on the site using the provided link. If they are already registered, they will automatically gain access after accepting your invite.

3.2 Registration Process: If they don't have an account, they should click on 'Create a new account' and register using the invited email address.

3.3 Non-registered Users: Members who are not registered on JancisRobinson.com should register first before accepting your invitation.

3.4 Allocating Seats: As the administrator, you can see when a member has accepted the invitation by:

- Clicking on your Control Panel.
- Selecting 'Subscriptions'.
- Clicking on 'Manage members' under your Professional plan.

3.5 Newly Registered Group Members: Your members will see their membership details in their Control Panel when logged in, under the 'MEMBERSHIPS' menu item. Here, they also have the option to add their postal address if they wish.

Step 4: Administering Seats and Members

1. **Managing Seats:** In the 'Manage members' pop-up section

Manage Members X

Seat capacity: 1/9

INVITE MEMBERS

Comma-separated list e.g. 'john@example.com,jane@example.com'

Enter emails*

INVITE

LIST OF MEMBERS

EMAIL	STATUS	ACTIONS
john@example.com	PENDING	Remove

2. **Allocate Seats:** Allocate seats to members who have accepted invitations to give them full access to the group's resources.
3. **Member Management:** Manage current members from the "Members" tab, removing those who leave the organization or assigning administrative roles to others.

Step 5: Additional Support

Support: If you encounter any issues or need assistance, please contact support@jancisrobinson.com.

Reassigning Admin Role: If the administrator role is accidentally removed or if the administrator leaves the organization:

- You can reassign the admin role from the 'Members' tab.
- For any related membership group queries, contact support@jancisrobinson.com.

Follow these steps above to effectively administer group memberships and ensure seamless collaboration within your community.