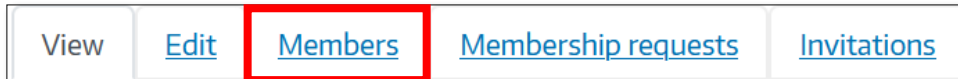




What you can do from the Members button

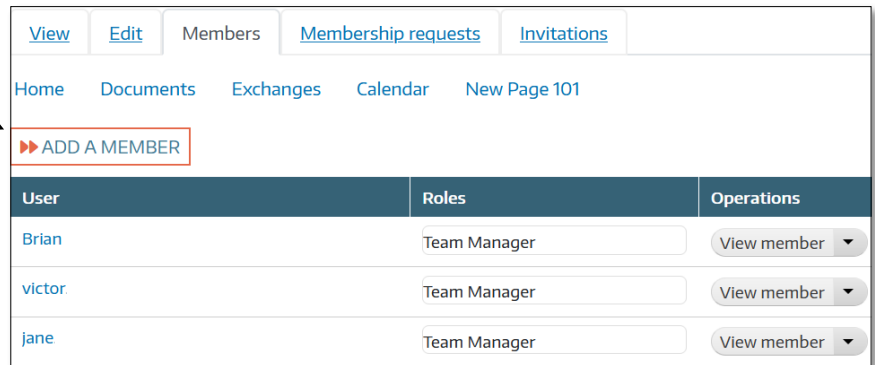


As a Team Manager, the **Members** button is where you control who can access your group and what permissions they have within the group. What you can do from the **Members** button:

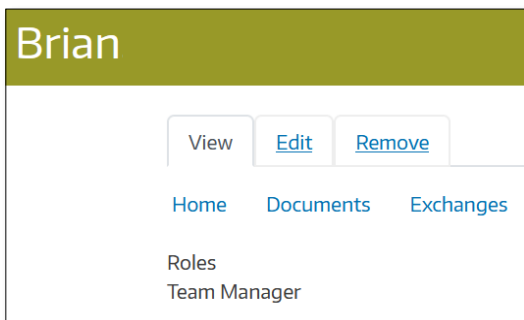
- Add anyone with a WA Portal account to the team
- Remove a member from the team
- Assign or remove Team Manager role

Add someone to your team

Use the *Add A Member* button to search for the email of someone with a WA Portal account that you would like to add to your team. Click *Save* after selecting the correct email. Check the box after filling in their name to assign that person the Team Manager role.



Manage permissions for someone in your team



Click *View member* to see which role a member has in the team.

The next screen gives you the option to *Edit* their role or *Remove* them from the team.

After selecting *Edit*, you can assign or remove the Team Manager role. There is no limit to the number of team managers.

From here you can also choose *Delete* or *Remove* to remove the person from your team. This only removes them from this specific team, it does not delete their WA Portal account or remove their membership in other teams. Settings here also do not affect their role in other teams. You will need to go into other teams to edit their role there.