

Manage Membership

1. Click the **Main Menu** icon in Audio-Video
 - This icon is four stacked bars on the upper right corner of the page
 - A drop-down menu will unfold
2. Click **My Content**
 - The My Content menu will load
3. Click **My Memberships**
 - A list of your collections will load
4. Click the collection to which you want to add a member
 - The collection will open in the "View" tab
5. Click the **Members** tab
 - Find the **Members** tab in the top right corner of the page, under the magnifying glass
 - The tab will open
6. Click **People**
 - A table of members will appear
7. If you want to modify the status and/or role of one member:
 - a. Click **Edit** next to the member's name in the member table
 - b. Change the user's status and role
 - c. Click **Update Membership**
 - A message will appear to confirm the membership update
 - If you only want to modify one member's status, you can end this guide here
8. If you want to modify the status and/or role of various members:
 - a. Select the members you would like to manage
 - b. Check the first box in the first row of the member table, or
 - c. Check the boxes next to the name of each member you want to manage
9. Click **Choose an operation**
 - Find this drop-down menu above the table
 - A drop-down menu will unfold
10. Select the change you would like to make to the selected members
 - To change a member's role, click **Modify OG User Roles**
 - To delete a member, click **Remove from Group**
 - To modify a member's status (shown in the "State" column), click **Modify Membership Status**
11. Change the member's status using the form
12. Click **Execute**
 - A status page will appear
13. Click **Confirm**
 - A message will confirm your membership update