## How To Edit Your Participant List

It's important to keep your participant list current in Southeast Connect. Here's how...

ADDING PEOPLE TO YOUR GROUP (See page 4 for how to *remove* people from your group)



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Groups: Demo Group 3 participants   Connect Group Group Leader Group Actions										Group Actions 💌
INFO	MESSAGES	CALENDAR	FILES	NEEDS	POSITIONS	SCHEDULES	PARTIC	CIPANTS	]	

## 3. Click the "+ New Member" button

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Groups: Demo Group										Group Actions	•
INFO	MESSAGES	CALENDAR	FILES	NEEDS	POSITIONS	SCHEDULES	PARTICIPA	ANTS			
	Thomas Jefferso Email: Send Emai	on I					Search P	articipants (	٩	+ New Membe	er
$( \mathbb{Q} )$	Bruce MacIntyre Email: Send Emai	e Leader				-					
	George Washing Email: Send Emai	gton I									

4. If you know the name of the person you want to add to your group, click "People by name." (*If you are uncertain of the spelling of someone's name you could use "people by search" to search on other criteria, but this will likely be rare*).



- 5. You will now see a dialogue box for your search. A couple of things to note...
  - 5.1. When you click the option to add by name you will be given the option to '**Add directly**' or '**Invite**'. Choose 'Add directly' if searching for someone who has already communicated their wish to join your group. Otherwise choose 'Invite,' which will send the person an invitation they can accept or decline.
  - 5.2. Enter the person's name in the search field. A list of possible matches will appear. Click on the person's name you wish to add.
  - 5.3. Click "Add Now" at the bottom of the dialogue box.



6. You will see a confirmation of the person(s) successfully added to your group

GR	OUPS: DEMO GROUP	< back t	o group	
Who	o do you want to add or i	nvite to	this group?	
ይ	People by name Choose specific people to add or invite.	Q	People by search Search the database for people to add or invite.	
		The follo	owing people were successfully added to the group Abraham Lincoln	

## **REMOVING PEOPLE FROM YOUR GROUP**

1. Log into Southeast Connect, and select your group from your homepage



Watch the video to get an overview of the software.

2. Click on the "Group Actions" dropdown, then click "Edit participant list"



3. Check the box next to the name of the person you want to remove, then click on the box that says, "If checked, set group status to..."

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(If	checked, set group status to ᅌ O	K NOTE: a Limited Access User (LA	U) cannot be set to "Assistant Leade
			-
	Name	Status	Communication Setting
	Thomas Jefferson	Status Group Member	Communication Setting
	Name       Thomas Jefferson       Abraham Lincoln	Status       Group Member       Group Member	Communication Setting
	Name       Thomas Jefferson       Abraham Lincoln       Bruce MacIntyre	Status Group Member Group Member Main Group Leader	Communication Setting

4. Click "Remove from group," then click "OK"

AII	All participants Leaders Ope		Open invitations	Membership requests		Sorted by Last name 🔻	
√ If o Gr	checked, set group oup Member	o status to	о ОК NOT	E: a Limited Access User (LA	LU) cannot be set to "As	sistant Leader".	
As	sistant Leader		Status		Communication Settings		
Re	move from group		Group	Mensber	🔓 😭		
	Abraham Lincol	K	Group	Member	🚔 😪		
Bruce MacIntyre			Main C	Group Leader	🚔 😋		
	George Washing	gton	Group	Member	🔊		

5. The person's name no longer appears on your participant list.