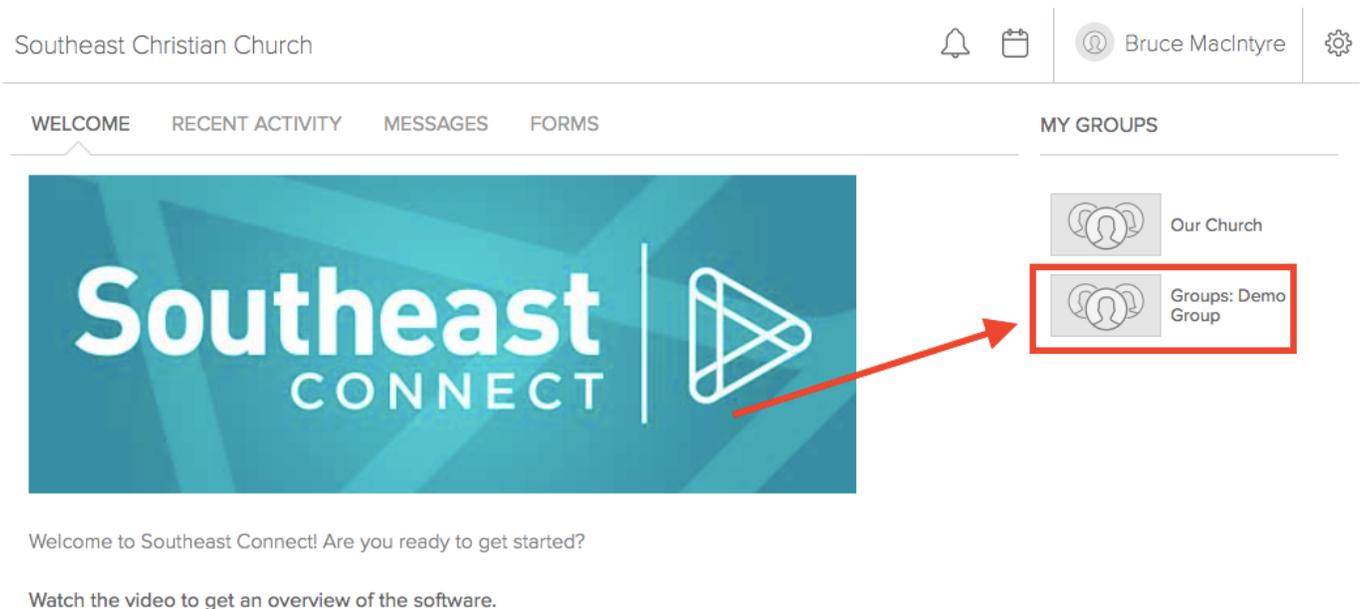


How To Edit Your Participant List

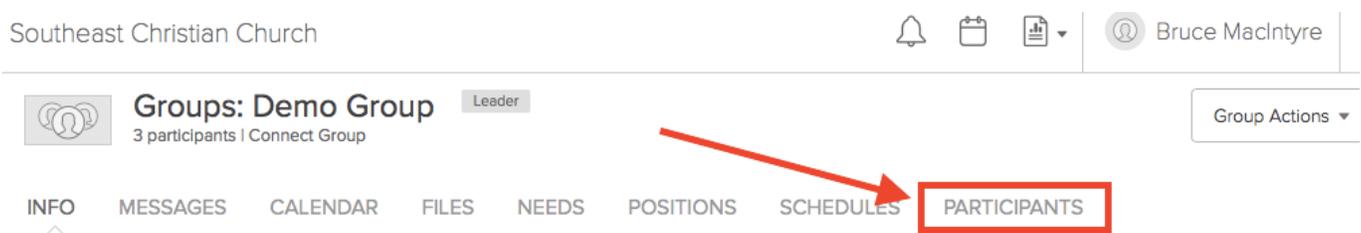
It's important to keep your participant list current in Southeast Connect. Here's how...

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

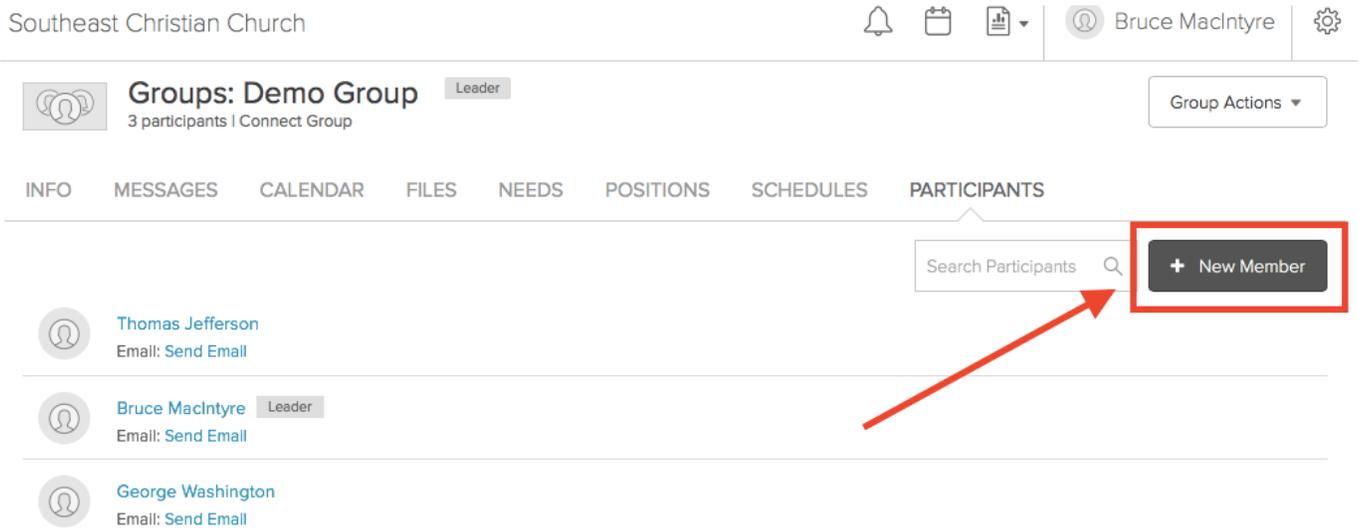
1. Log into Southeast Connect, and select your group from your homepage



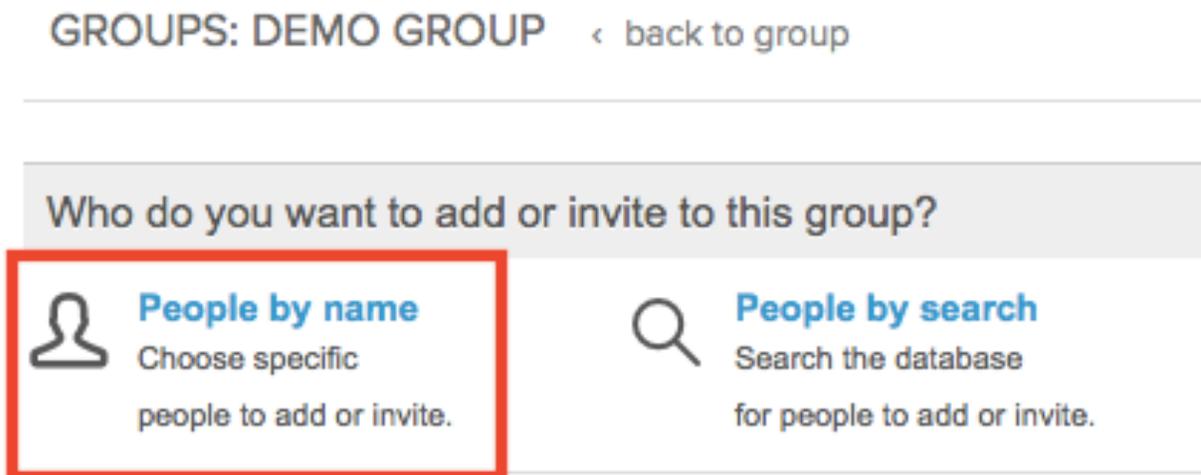
2. Click the "Participants" tab



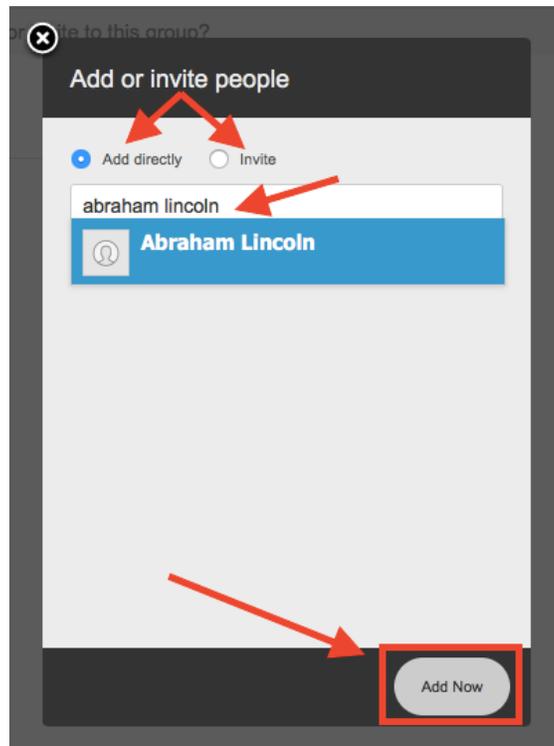
3. Click the “+ New Member” button



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

GROUPS: DEMO GROUP < back to group

Who do you want to add or invite to this group?

 **People by name**
Choose specific
people to add or invite.

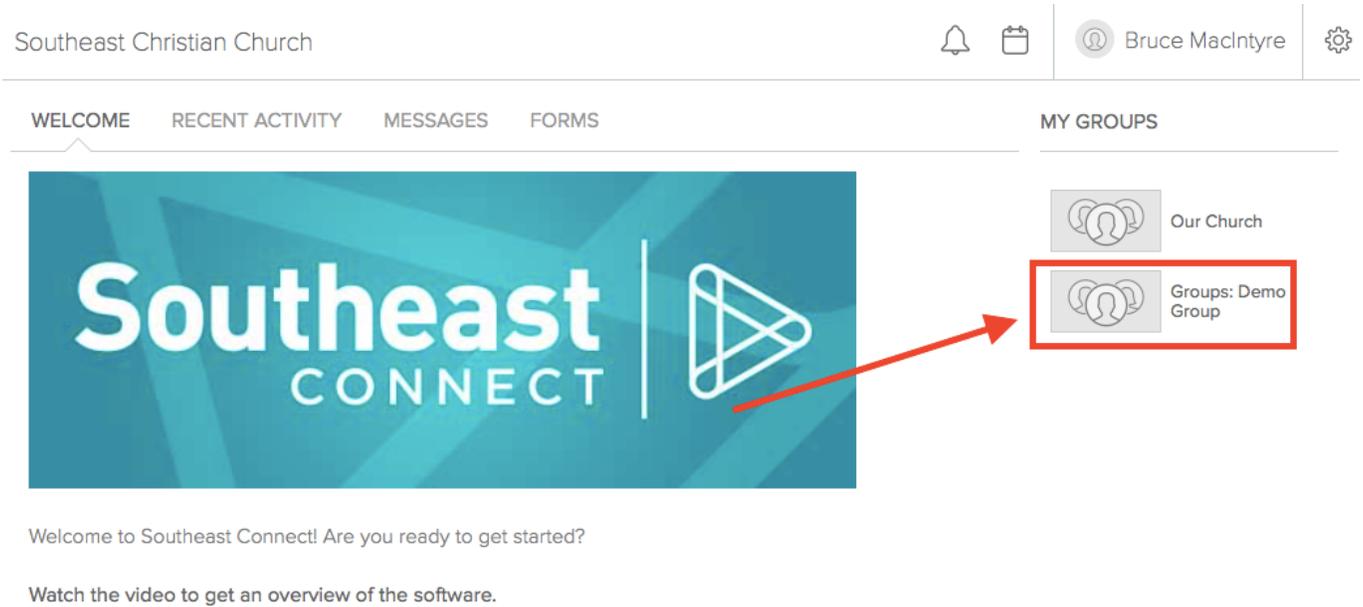
 **People by search**
Search the database
for people to add or invite.

The following people were successfully added to the group

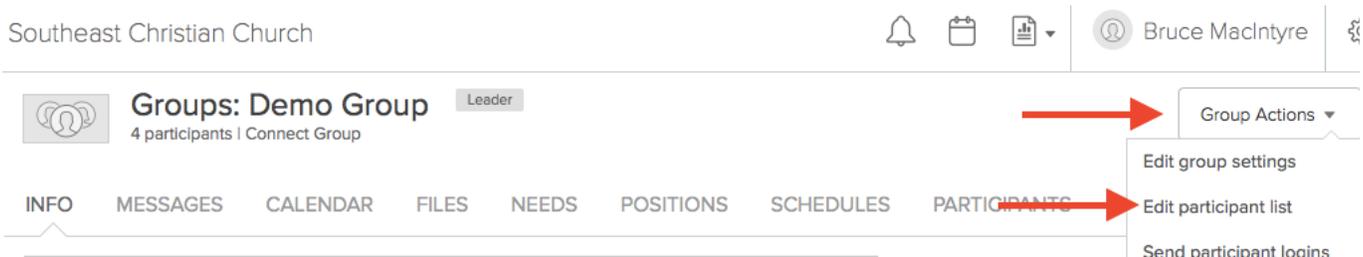
Abraham Lincoln

REMOVING PEOPLE FROM YOUR GROUP

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



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..."

GROUPS: DEMO GROUP < back to group

All participants Leaders Open Invitations Membership requests Sorted by L

If checked, set group status to... OK NOTE: a Limited Access User (LAU) cannot be set to "Assistant Leader"

<input type="checkbox"/>	Name	Status	Communication Settings
<input type="checkbox"/>	Thomas Jefferson	Group Member	 
<input checked="" type="checkbox"/>	Abraham Lincoln	Group Member	 
<input type="checkbox"/>	Bruce MacIntyre	Main Group Leader	 
<input type="checkbox"/>	George Washington	Group Member	 

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

All participants Leaders Open Invitations Membership requests Sorted by Last name ▾

✓ If checked, set group status to... OK NOTE: a Limited Access User (LAU) cannot be set to "Assistant Leader".

- Group Member
- Assistant Leader
-
- Remove from group**

<input type="checkbox"/>	Name	Status	Communication Settings
<input type="checkbox"/>	Thomas Jefferson	Group Member	 
<input checked="" type="checkbox"/>	Abraham Lincoln	Group Member	 
<input type="checkbox"/>	Bruce MacIntyre	Main Group Leader	 
<input type="checkbox"/>	George Washington	Group Member	 

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