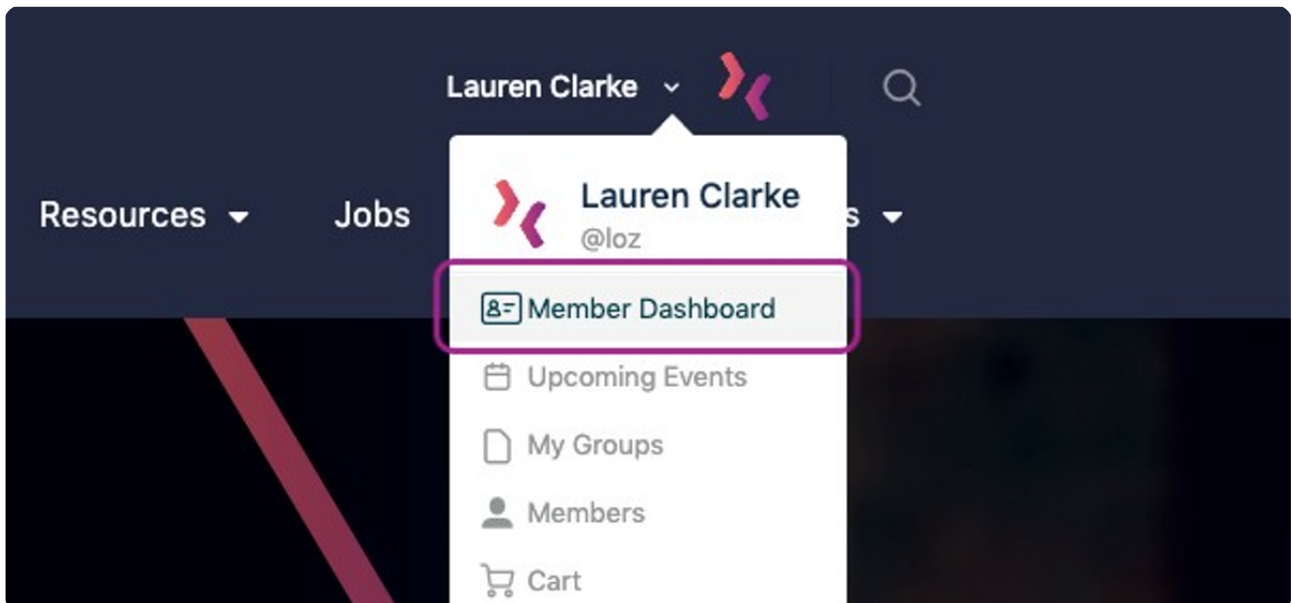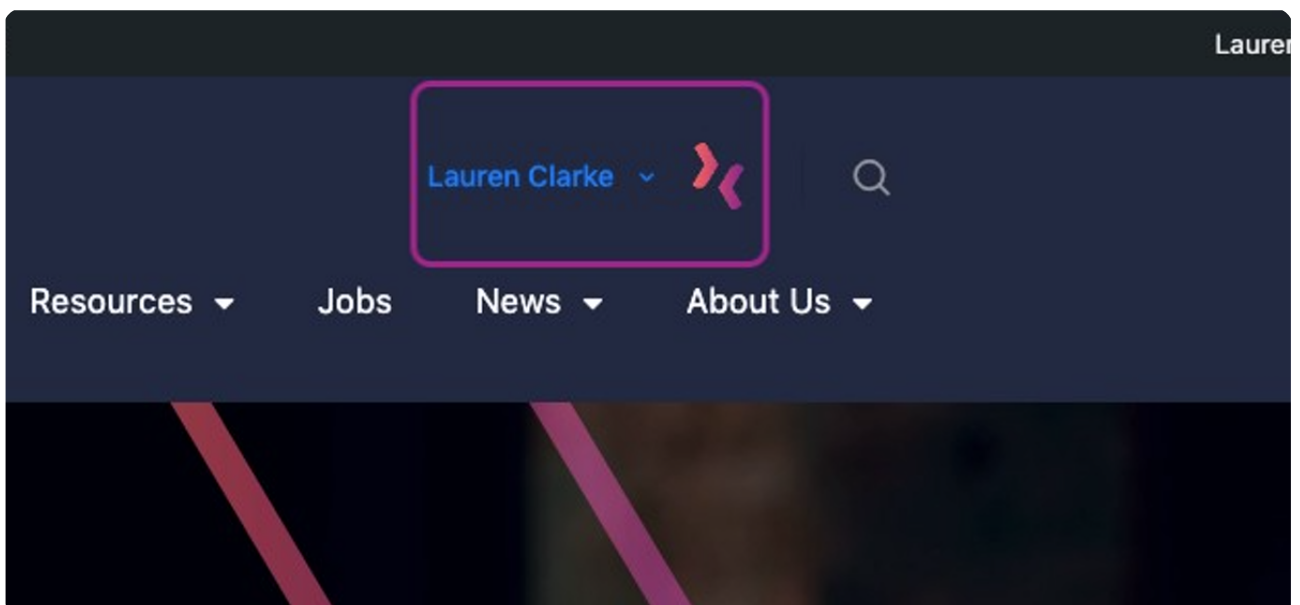**1:** Go to Homepage- PRINZ - Public Relations Institute of New Zealand

2: Click on dropdown menu

3: Click on Member Dashboard

4: **Click on Team**

5: **Click on Add Member**

6: If you require a membership for yourself: Click on add yourself as a member

Use this to assign a seat to yourself if you are included in the group membership. You do not need to have a membership to manage your organisation's PRINZ group.

7: Enter the email of your team member

A little further down the add member page is a box to add emails into. Enter your teams email one at a time here.

8: Double check the role

Almost everyone will be a member by default. You can add another manager as needed.

receive an invitation via email.

Role *

Member

9: Click on Add member

Once you click "add member", an invitation email will be sent to them. If they have an existing profile they will be added to the team. if they do not yet have a profile, it will prompt them to create one before adding them to the team.
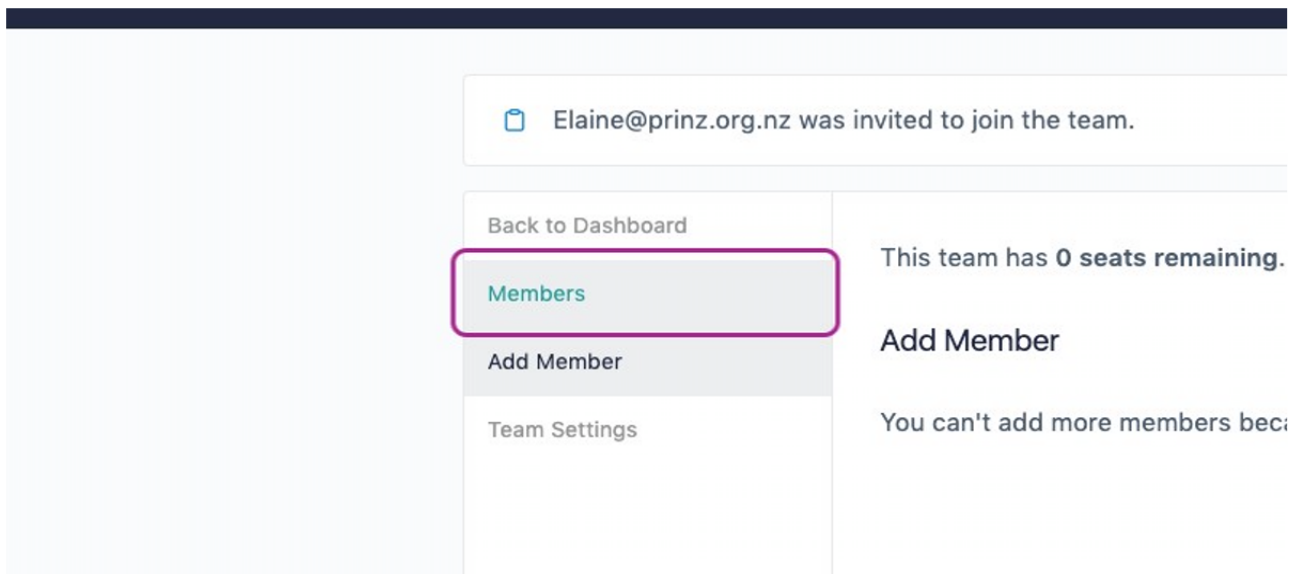
Add Member

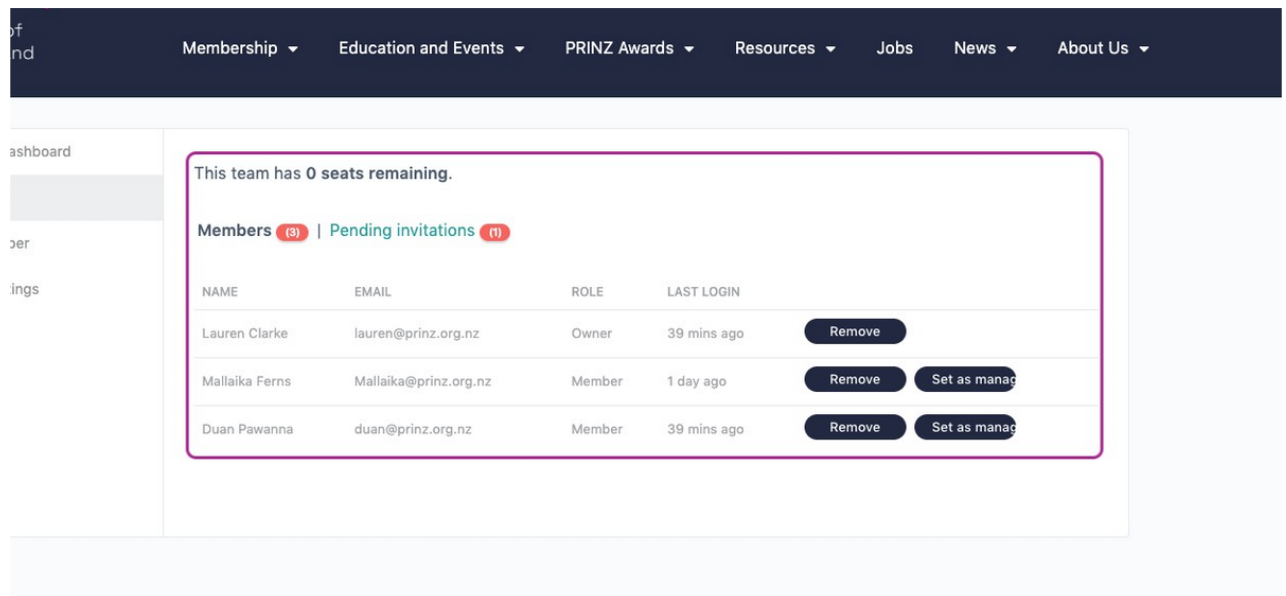Enter member details - your team member will receive a

Email *

elaine@prinz.org.nz

Add member

10: Click on Members

11: Your Team Snapshot

From here you can see how many seats you have left to assign, your pending invitations as well as your controls. You can assign manager permissions as well as remove a member from the group ready to reassign to another.
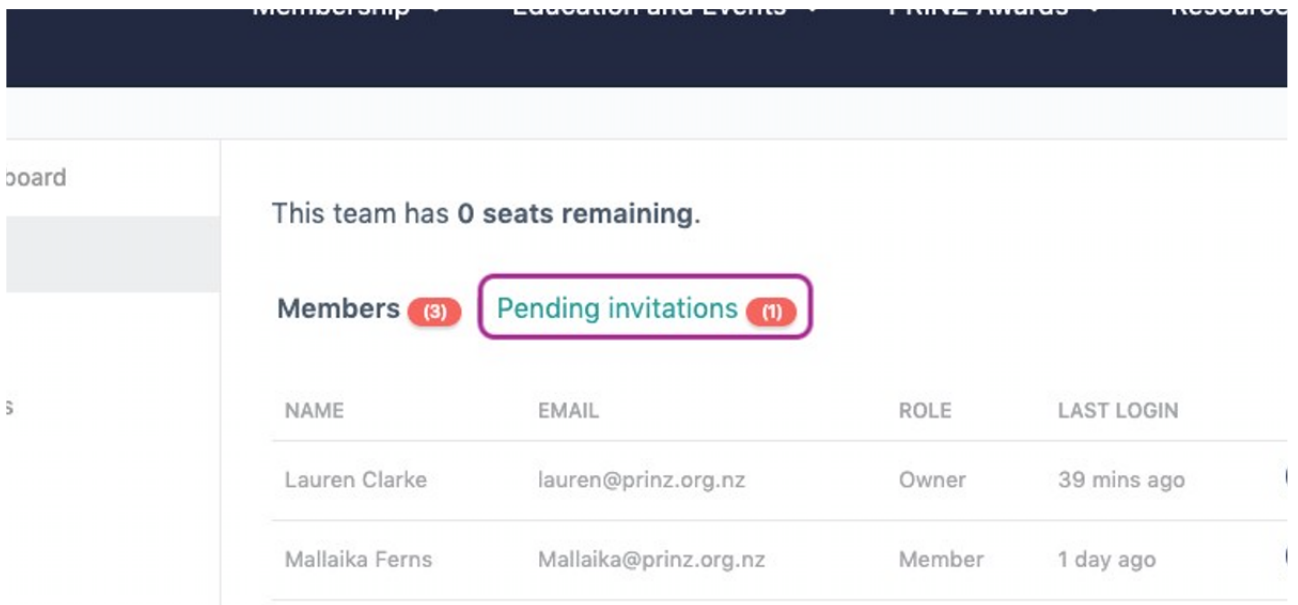
12: Click on Pending invitations

Click here to view your pending invitations
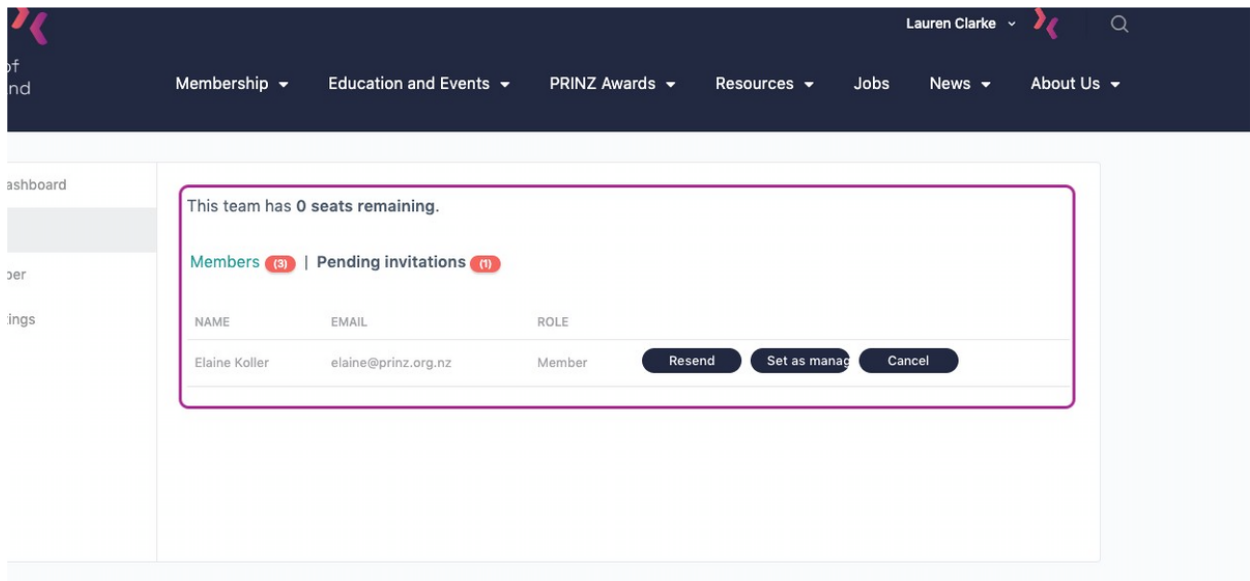
13: Pending invitations

From here you can resend invite links as well as cancel them if you need to reassign that seat to someone else.

14: Team Settings

Click here to see your team settings

15: Team Details

From here you can see a snapshot of your team settings. You can change your team name (please keep this around your organization name so we can find you) Another "How to" will look at how you add additional seats to your team. That function will be found in your team settings.