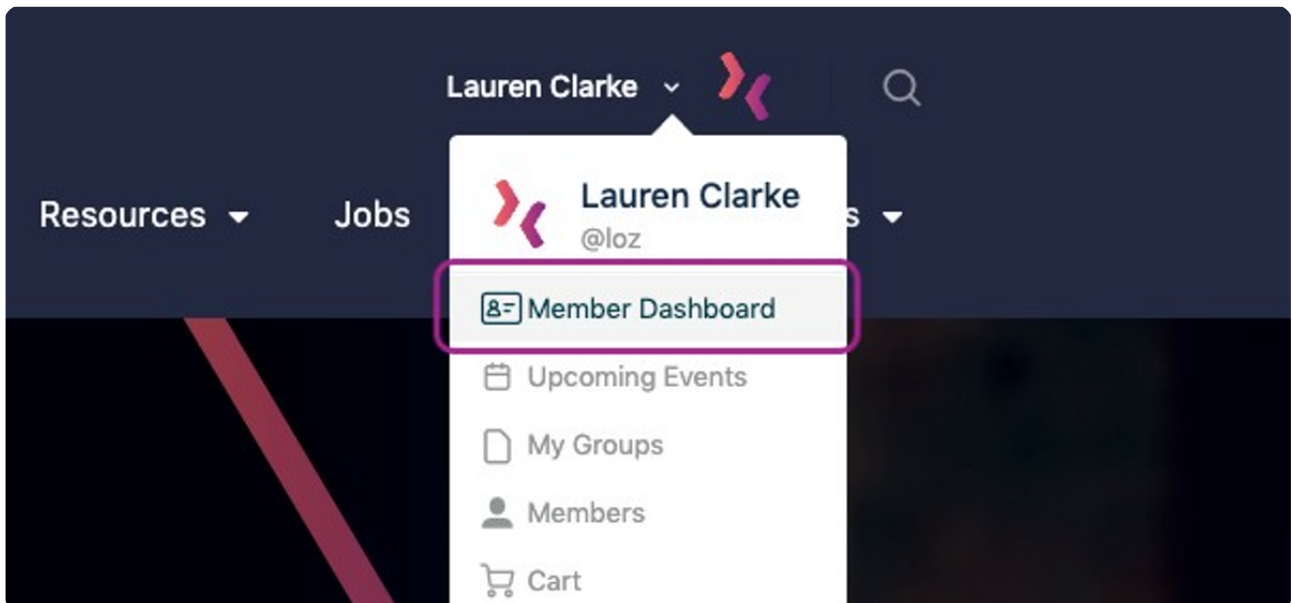
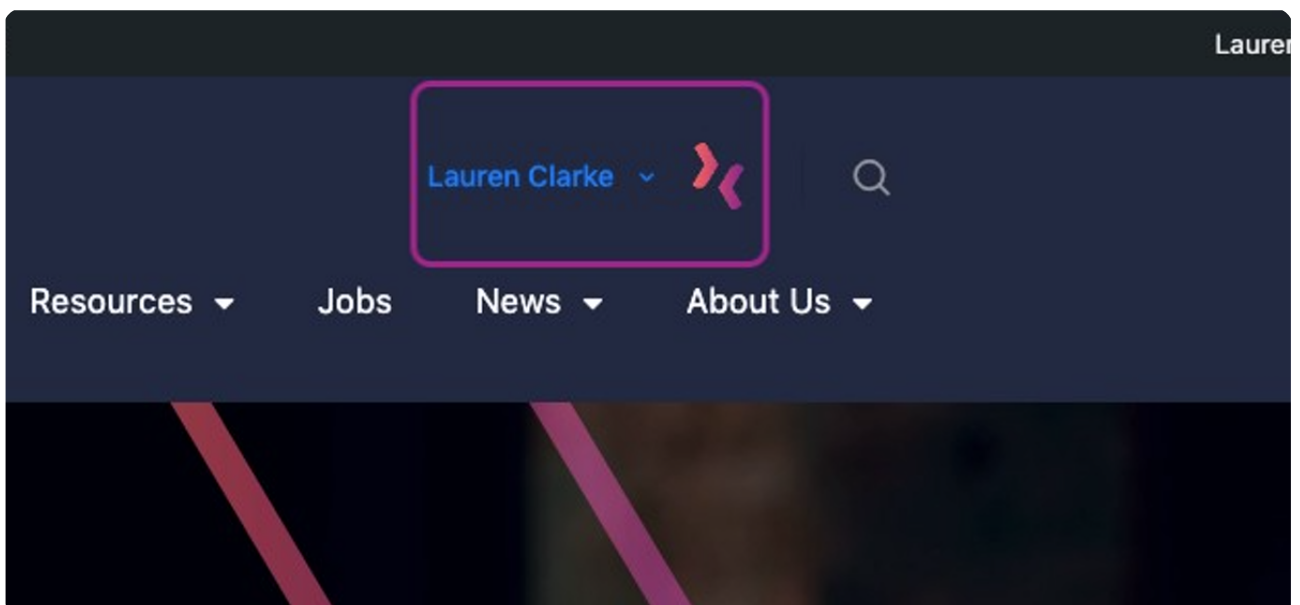


1: Go to Homepage- PRINZ - Public Relations Institute of New Zealand

2: Click on dropdown menu



3: Click on Member Dashboard



4: Click on Team

MY ACCOUNT

Dashboard

Orders

My Membership

Team

My Subscription

Downloads

Address

Payment methods

Hello Lauren Clarke

Hello Lauren Clarke (not Lauren Clark)

From your account dashboard you can [password and account details](#).

Recent orders

ORDER	DATE
#17770	01/09/202
#WOO-007636	04/08/202

5: Click on Add Member

New Zealand

Back to Dashboard

Members

Add Member

Team Settings

This team has **2 seats remaining**.

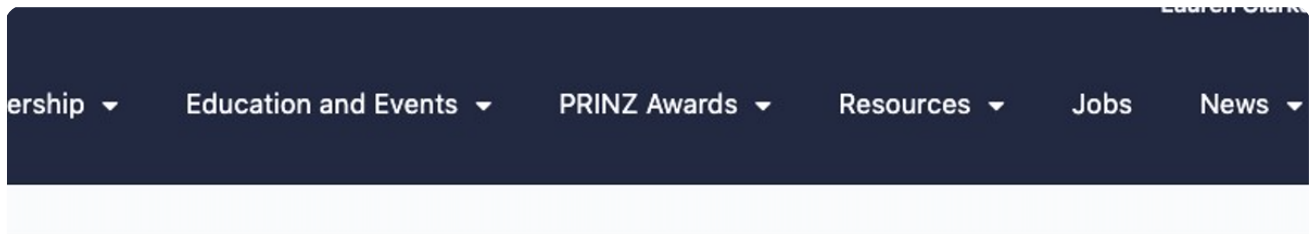
Members (2) | [Pending invitatic](#)

NAME	EMAIL
Mallaika Ferns	Mallaika@prinz.org
Duan Pawanna	duan@prinz.org



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.



team has 2 seats remaining. You can [add yourself as a member](#), share your team registration link, or register new members below.

Registration Link

The registration link will allow members to register themselves for your team. Please use caution when sharing this link as it allows any visitor to add themselves to your team.

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 team member's email one at a time here.

A screenshot of the 'Add Member' form on the PRINZ website. On the left is a sidebar with a 'Team Settings' link. The main content area has a heading 'Add Member' and a subtext 'Enter member details - your team member will receive an invitation via email.' Below this are two input fields: 'Email' and 'Role'. The 'Email' field contains 'elaine@prinz.org.nz' and is highlighted with a red border. The 'Role' field contains 'Member'. Below these fields is a dark blue 'Add member' button. Above the input fields is a registration link: 'https://prinz.org.nz/my-account/join-team/fccaf1e88d539cd23c0cda73345e2cd6'. A warning message above the link states: 'This registration link will allow members to register themselves for your team. Please use caution as it allows any visitor to add themselves to your team.'

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

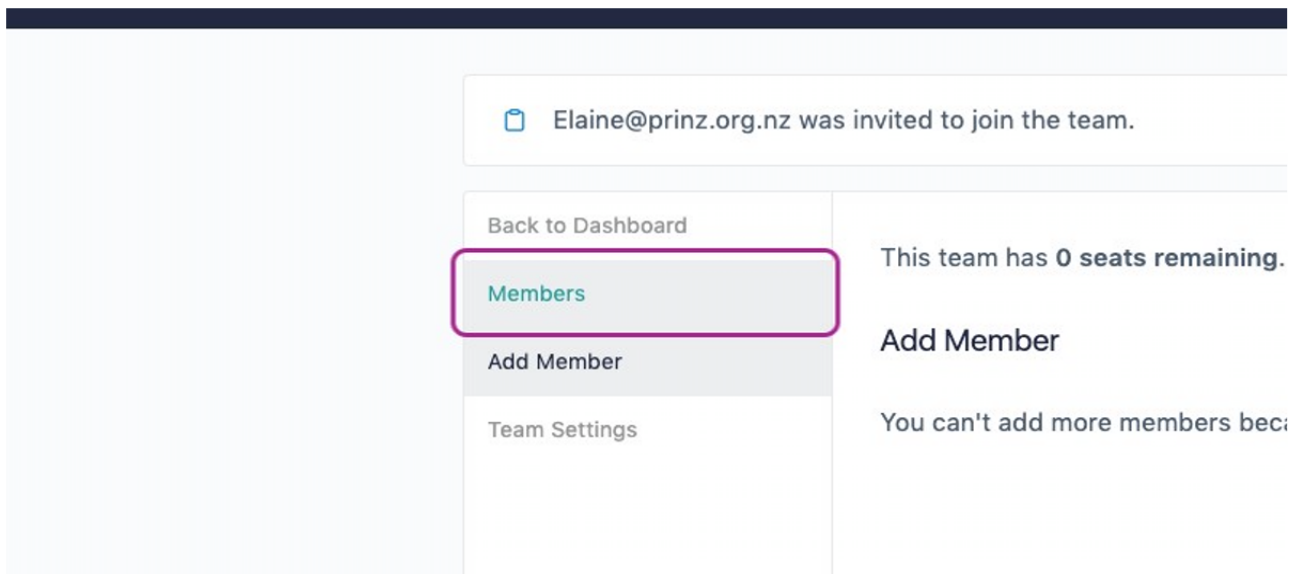
Enter member details - your team member will receive a

Email *

Add member



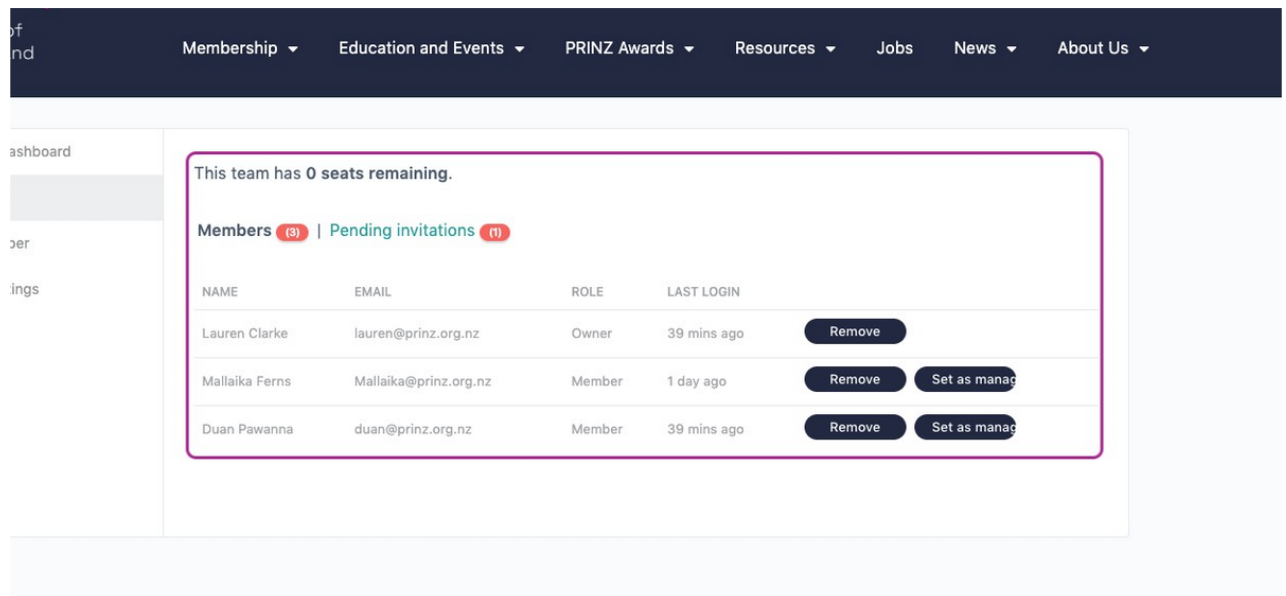
10: Click on Members



The screenshot shows a team management interface. At the top, a notification states: "Elaine@prinz.org.nz was invited to join the team." Below this is a sidebar with navigation options: "Back to Dashboard", "Members" (highlighted with a red box), "Add Member", and "Team Settings". To the right of the sidebar, the text reads: "This team has 0 seats remaining." Below this is a button labeled "Add Member" and a message: "You can't add more members because..."

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.



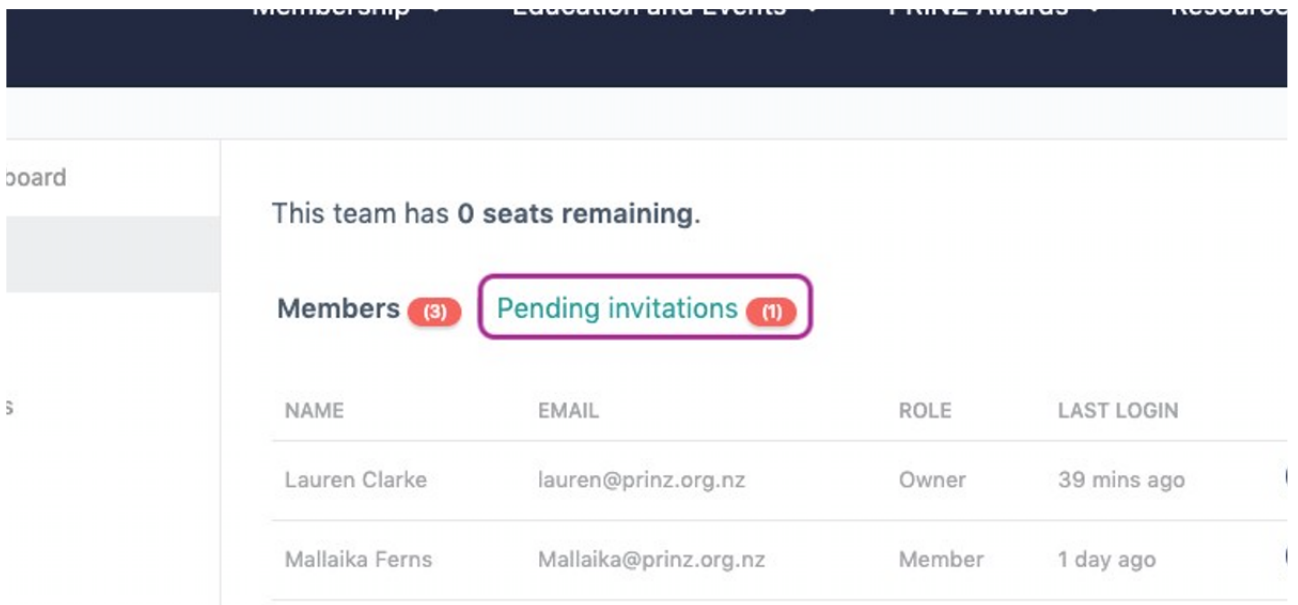
The screenshot shows a team snapshot interface. At the top, a notification states: "This team has 0 seats remaining." Below this is a section titled "Members (3) | Pending invitations (1)". A table lists the team members:

NAME	EMAIL	ROLE	LAST LOGIN	
Lauren Clarke	lauren@prinz.org.nz	Owner	39 mins ago	<button>Remove</button>
Mallaika Ferns	Mallaika@prinz.org.nz	Member	1 day ago	<button>Remove</button> <button>Set as manager</button>
Duan Pawanna	duan@prinz.org.nz	Member	39 mins ago	<button>Remove</button> <button>Set as manager</button>



12: Click on Pending invitations

Click here to view your pending invitations

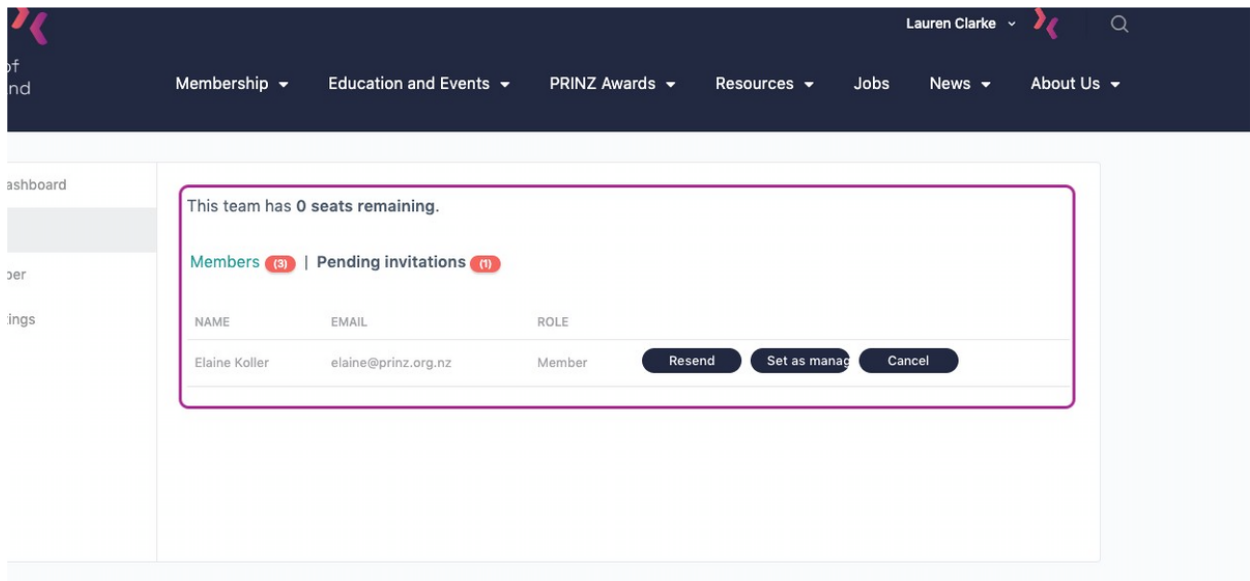


The screenshot shows the PRINZ Awards website's 'Members' page. The top navigation bar includes 'Membership', 'Education and Events', 'PRINZ Awards', and 'Resources'. The left sidebar has 'board' and 'Members' links. The main content area states 'This team has 0 seats remaining.' Below this, there are two tabs: 'Members (3)' and 'Pending invitations (1)'. The 'Pending invitations' tab is highlighted with a purple box. Below the tabs is a table with the following data:

NAME	EMAIL	ROLE	LAST LOGIN
Lauren Clarke	lauren@prinz.org.nz	Owner	39 mins ago
Mallaika Ferns	Mallaika@prinz.org.nz	Member	1 day ago

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.



The screenshot shows the PRINZ Awards website's 'Members' page, specifically the 'Pending invitations' tab. The top navigation bar includes 'Membership', 'Education and Events', 'PRINZ Awards', 'Resources', 'Jobs', 'News', and 'About Us'. The left sidebar has 'ashboard', 'er', and 'ings' links. The main content area states 'This team has 0 seats remaining.' Below this, there are two tabs: 'Members (3)' and 'Pending invitations (1)'. The 'Pending invitations' tab is highlighted with a purple box. Below the tabs is a table with the following data:

NAME	EMAIL	ROLE	
Elaine Koller	elaine@prinz.org.nz	Member	<button>Resend</button> <button>Set as manager</button> <button>Cancel</button>



14: Team Settings

Click here to see your team settings

Back to Dashboard

Members

Add Member

Team Settings

This team has 0 seats remaining.

Members (3) | Pending invitations

NAME	EMAIL
Elaine Koller	elaine@prinz.org.nz

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.

Institute of New Zealand

Membership ▾ Education and Events ▾ PRINZ Awards ▾ Resources ▾ Jobs News ▾ About Us ▾

Back to Dashboard

Members

Add Member

Team Settings

Team Name

PRINZ TEAM Update name

Team Details

Plan	PRINZ Membership
Seats	4
Members	4 (including 1 pending invitations)
Created On	22/03/2022
Actions	

