

Adding and Removing Admins from your Helper Helper Account

- 1) Login to your admin account for Helper Helper at admin.helperhelper.com
- 2) Click on the 'Volunteers' tab
- 3) Search for the user that you want to change administrative status for
- 4) Click on their name or the paper icon on the righthand side to view their profile
- 5) Click on 'Edit' and a popup will appear
- 6) In the third column you will move your cursor to the dropdown listed as 'Institution Role'
- 7) To remove a user as an admin you will change their status from 'Team Admin' or 'Branch Admin' to Volunteer.
- 8) To add a user as an admin you will select 'Team Admin' or 'Branch Admin' from the dropdown and a second box will pop up in the middle column. You will then select what team or branch you want them to admin over.
- 9) Click 'Save'

