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.

Edit User INSTITUTION NAME 1Demo Account EMAIL ADDRESS (LOGIN chelsea@helperhelper.us FIRST NAME Cheslea LAST NAME Fritz PHONE (volunteer may supply this) 2692711052 OTHER (graduation year, id number, etc.) d NHS

9) Click 'Save'



