

How to Add an Administrator to an Organization



Find Vol

Enter City, State, or Postal Code



Search

Or [Volunteer Remotely](#)

Wondering where to volunteer?

1. The first thing to do is to select your name and navigate to your Admin Dashboard to find the person you want to make an administrator. Skip to page 4 if you already know how to do this part.

2. Select Administration to open the Admin Dashboard.

Admin Dashboard



MANAGE USERS



MANAGE PROJECTS



METRICS



RESOURCES



MANAGE SUCCESS STORIES



MANAGE ORGANIZATIONS



ALERT BANNERS



NOTIFICATIONS

3. Select Manage Users.

How to Add an Administrator to an Organization

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Manage Users

[? How to use this page](#)

Search for a specific JustServe user or browse by area boundaries.

My Administrators All Users Avery, Megan

fozzie bear

clear

SEARCH

4. Select the "All Users" tab, then type in the user to be given admin rights.

Please enter a name or email into the search field to view users.

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Manage Users

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Search for a specific JustServe user or browse by area boundaries.

My Administrators All Users Avery, Megan

fozzie bear

clear

SEARCH

5. Select the search box.

6. Select the user from the search results.

There are 1 users that match this criteria

Name

Boundary

Location

Organization

Role

Email

Bear, Fozzie

—

—

—

j***r@gmail.com

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Manage Users

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Search for a specific JustServe user or browse by area boundaries.

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[Drafts](#)

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[Project History](#)

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[Boundaries/Rights](#)

[Account](#)

Pending Approval 0

 [Pending Projects](#)

Fozzie Bear does not have any projects in Pending Approval.

 [Pending Organization Links](#)

Fozzie Bear does not have any projects in Pending Organization Links.

Active Projects 0

Fozzie Bear does not have any projects in Active Projects.

7. Select "Boundaries/Rights" from the menu on the left.

How to Add an Administrator to an Organization

My Administrators All Users Bear, Fozzie

Projects
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Account

Boundaries and Rights

EDIT

No administrator rights assigned.

8. Select 'Edit' in the orange box next to Boundaries and Rights.

Set Boundaries and Rights for Fozzie Bear

Add or remove boundaries for this administrator

X
1 2 3
Boundaries Rights Review

NEXT

1. Boundaries

Boundary Areas

ADD BOUNDARY

CANCEL

Next you will give the new Administrator appropriate Boundary and Organization permissions. Administrators will be able to submit or approve projects within their civic boundaries and organization. Assigning these permissions are done at different steps in the boundaries and rights editor. Administrators need to be given access to both an organization AND civic boundaries so they can post and approve projects.

9. In step 1 of the Boundary and Rights editor, select "Add Boundary."

How to Add an Administrator to an Organization

Set Boundaries and Rights for Fozzie Bear

Add or remove boundaries for this administrator



NEXT

1. Boundaries

Boundary Areas

Select Boundary Type

Church Area Civic Area

COUNTRY

United States

STATE/PROVINCE

California

COUNTY

San Bernardino County

CITY

All

ADD

CANCEL

10. Select the civic boundary option.

11. Select the appropriate country then underlying civic boundaries. Civic boundaries can be added by region, state or county, but can be as granular as including only the cities within a civic area.

12. Select Add. Repeat this step for each civic area needed to include at least one state, region or county.

NEXT

How to Add an Administrator to an Organization

Set Boundaries and Rights for Fozzie Bear

Add or remove boundaries for this administrator



NEXT >

1. Boundaries

Boundary Areas
⊗ County: San Bernardino County

ADD BOUNDARY

CANCEL

NEXT >

13. Select Next.

2. Rights

Admin Type

Organization Administrator

Can manage their organization pages, projects, success stories, and administrators within their organization.

Assign as Lead

Assign an organization to this Administrator*

Organization name

Let's see if we can find your organization. Is it within your boundary? [View my boundaries](#)

Organizations within my permissions

All organizations

Le Muppets

SEARCH

CANCEL

< PREVIOUS

NEXT >

14. In step 2 of the Boundary and Rights editor, type the name of the organization then select search. In the drop-down list that appears, select the organization. Only organizations included in the boundaries selected in step 2 are available for selection.

Note: Check the box "assign as lead" if the user is to be the organization administrator lead.

To be the organization administrator lead means that their name will display in the Administration Tree in the "Manage Users" dashboard for the organization. It also means that any pending project approvals for the organization will go to them to be reviewed.

15. Select Next.

*Organization name is required for organization admins.

How to Add an Administrator to an Organization

Set Boundaries and Rights for Fozzie Bear

Add or remove boundaries for this administrator



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3. Review

Boundary Areas
County: San Bernardino County

Administrative Role
Organization Administrator
Can manage their organization pages, projects, success stories, and administrators within their organization.

Organizations
Le Muppets

If this information looks correct, please click the "Save Profile" button to update the changes.

16. Review the proposed edits to the user's boundaries and rights and return to previous steps to make appropriate edits.

17. Select "Save Profile" when the proposed edits are correct.

[CANCEL](#)

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Manage Users

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Search for a specific JustServe user or browse by area boundaries.

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Boundaries and Rights [EDIT](#)

Boundary Areas
County: San Bernardino County, California

Administrative Role
Organization Administrator

Can manage their organization pages, projects, success stories, and administrators within their organization.

Organizations
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Updated by:
Avery, Megan
10/25/2024

Now that changes have been saved to the user's profile, these changes will be immediately available to see from the "Boundaries/Rights" section of the "Manage Users" dashboard. This user can now edit, and post projects based on their organization and boundary rights!