

How to Add an Administrator to an Organization

The screenshot shows the top navigation bar of the JUSTSERVE website. On the left is the JUSTSERVE logo. To its right are links for Projects, Organizations, Success Stories, and About Us. On the far right, the user's name 'Megan' is displayed next to a globe icon. Below the navigation bar is a large teal banner with the text 'Find Vol' and a search input field containing the placeholder text 'Enter City, State, or Postal Code'. A red 'Search' button is to the right of the input field. Below the search field is the text 'Or Volunteer Remotely'. On the right side of the banner, a dropdown menu is open, listing: My Dashboard, Administration, Add Project, Edit Profile, Help Center, Blog, and Sign Out. A callout box points to the 'Administration' option in the menu.

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.

Wondering where to volunteer?

The screenshot shows the Admin Dashboard interface. At the top left, the text 'Admin Dashboard' is displayed. Below it is a grid of eight icons, each with a corresponding label: 'MANAGE USERS' (person icon), 'MANAGE PROJECTS' (hand icon), 'METRICS' (bar chart icon), 'RESOURCES' (book icon), 'MANAGE SUCCESS STORIES' (trophy icon), 'MANAGE ORGANIZATIONS' (building icon), 'ALERT BANNERS' (megaphone icon), and 'NOTIFICATIONS' (document icon). A callout box points to the 'MANAGE USERS' icon.

3. Select Manage Users.

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Manage Users

[? How to use this page](#)

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

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

[My Administrators](#) [All Users](#) [Avery, Megan](#)

 clear

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

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Manage Users

[? How to use this page](#)

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

5. Select the search box.

[My Administrators](#) [All Users](#) [Avery, Megan](#)

 clear

6. Select the user from the search results.

There are 1 users that match this criteria

Name <small>▼</small>	Boundary	Location	Organization	Role	Email
Bear, Fozzie	—	Utah	—	—	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.

[My Administrators](#) [All Users](#) [Bear, Fozzie](#)

- Projects
- Active Projects
- Drafts
- Templates
- Project History
- Organizations
- 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
Active Projects
Drafts
Templates
Project History
Organizations
| Boundaries/Rights
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

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

10. Select the civic boundary option.

Select Boundary Type

Church Area Civic Area

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.

COUNTRY
United States

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

STATE/PROVINCE
California clear

COUNTY
San Bernardino County clear

CITY
All clear

ADD

CANCEL

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 permissions?

Organizations within my permissions

All organizations

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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



< PREVIOUS SAVE PROFILE

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

< PREVIOUS SAVE PROFILE

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!

Manage Users How to use this page

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

My Administrators All Users Bear, Fozzie

Projects Active Projects Drafts Project History Organizations Boundaries/Rights Account

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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