

Adding an administrator to Just Between Friends

1. You must have current permissions to set up new administrators in the system. Master and Alternate group admins have these privileges.
2. Log into your admin account.
3. Make sure the person you wish to add as an administrator is a member of Just Between Friends.
 - a. See Adding members instructions if required.
4. Click on the Administrator tab.
5. Click on the red words **Promote an existing user to an Administrator**.
6. Select the last letter of the member's name you wish to promote.

PICK A USER

Use this tool to promote an existing household member to a group administrator. You may only promote one member at a time.

Find a user

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Misc

	FIRST NAME	LAST NAME
<input type="checkbox"/>	Janet	Abbott
<input type="checkbox"/>	Javier	Abbott
<input type="checkbox"/>	Margaret	Abbott
<input type="checkbox"/>	Rafael	Abbott
<input type="checkbox"/>	Stephen	Abbott
<input type="checkbox"/>	Andrew	Acevedo
<input type="checkbox"/>	Douglas	Acevedo
<input type="checkbox"/>	Leone	Acevedo
<input type="checkbox"/>	Michael	Acevedo
<input type="checkbox"/>	Tina	Acevedo

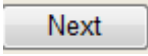
- a. If you do not see the person you may have the following scenario:
 - i. They have not been approved into your group.
 - ii. They may not have validated their email.
 - iii. They are not yet in the system.
7. Place a check mark beside the name of the person you wish to promote. You should see a screen similar to the following:

PICK A USER

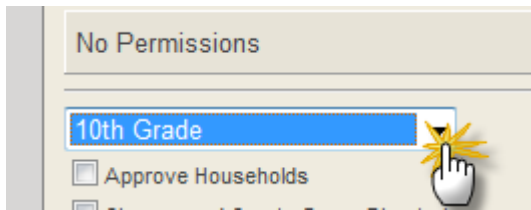
Find a user

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Misc

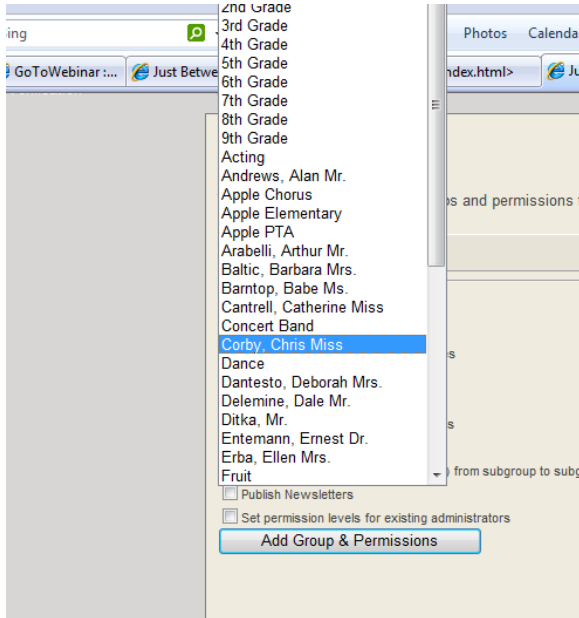
	FIRST NAME	LAST NAME
<input type="checkbox"/>	Janet	Abbott
<input checked="" type="checkbox"/>	Javier	Abbott
<input type="checkbox"/>	Margaret	Abbott
<input type="checkbox"/>	Rafael	Abbott
<input type="checkbox"/>	Stephen	Abbott
<input type="checkbox"/>	Andrew	Acevedo
<input type="checkbox"/>	Douglas	Acevedo

8. Scroll to the bottom of the page and click on the  button.

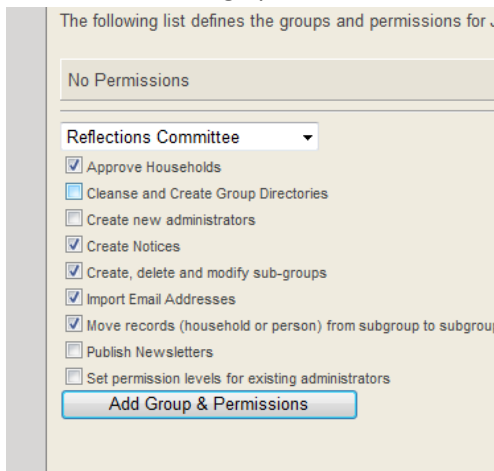
9. Click on the dropdown arrow.



10. You will get a view of all your groups you can choose from:



11. Here we are setting up the Reflections chair and have selected the appropriate permissions:



a. Here are a list of typical permission settings:

i. Volunteer Chair

- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

ii. Homeroom Parent

- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

iii. Membership Chair

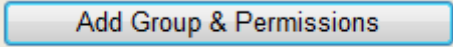
- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

iv. Directory Chair

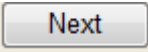
- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

v. *Communications*

- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

12. Now click on the  button.

a. Please be sure you have set the right group or sub group for their permissions.

13. If no additional group permissions are needed Click on the  button.

14. You will then receive a page like the following:

Managing: Fruit (Attached to PTA 00054581) Contact Us | Our Household | Logout

justbetweenfriends™
Your Private, Secure, Social Manager Welcome Freddy FullAdmin

Welcome Groups & HH Notices Administrators Run My PTA/OMDR Plus JBF Help Switch to "HH" mode

CREATE A NEW ADMINISTRATOR

Create an Administrator

1. Pick a User
2. Groups and Permissions
3. Verification

Required fields are denoted by a *

VERIFICATION

Please verify the information below and click "Finish" to submit.

General Info

First & Last Name	Javier Abbott
Username	abbott
Email Address	jbttest+abbottfamily@gmail.com
Password	<input type="password"/>
Password	<input type="password"/>

[Change](#)

Permissions

GROUP & PERMISSIONS

REFLECTIONS COMMITTEE

- Approve Households
- Cleanse and Create Group Directories
- Create new administrators
- Create Notices
- Create, delete and modify sub-groups
- Import Email Addresses
- Move records (household or person) from subgroup to subgroup
- Publish Newsletters
- Set permission levels for existing administrators

[Change](#)

Copyright © 2009, Just Between Friends, Inc. | Privacy Policy | Terms & Conditions | Contact Just Between Friends

15. Add the appropriate password. Note that if the person exists in the system as an admin for some other group you will not be able to name a password. Please do not go in and change the password for the admin unless they request it.

16. Click on the  button.

17. Click on the Administrators tab and then the red words **Modify a Group Administrator** and see how your admin looks in the system (a double check)

18. Finally notify your new admin of their status and password, if appropriate and ask them to take a class for their appropriate position by visiting www.learnjbf.com

If your member is an officer also please add them as appropriate to the "Run My PTA Side".