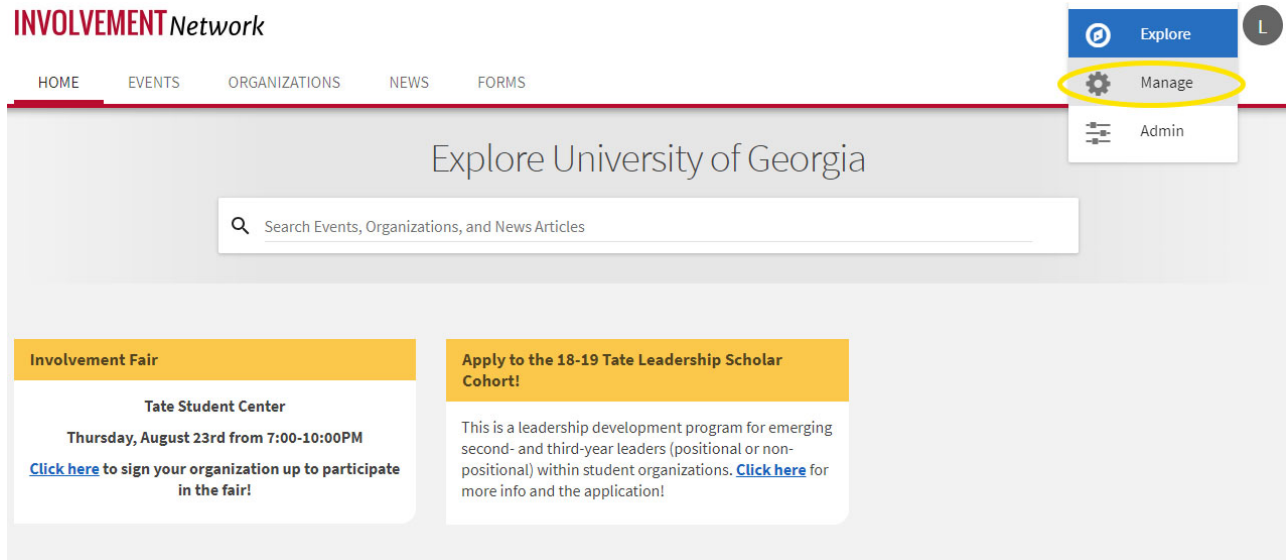


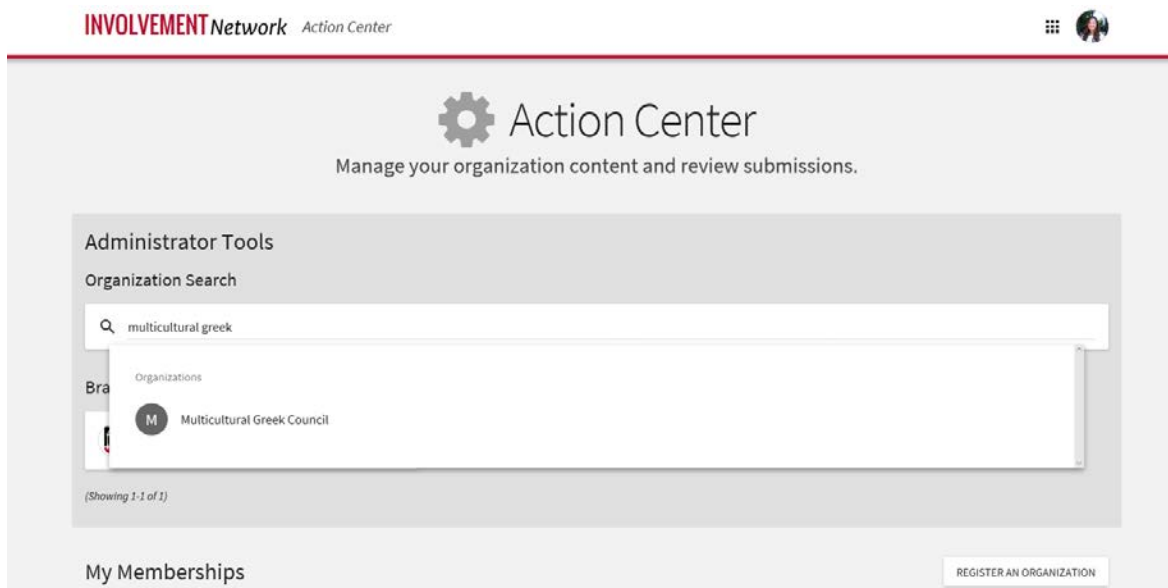
# INVOLVEMENT Network

## UPDATING PRIMARY CONTACTS

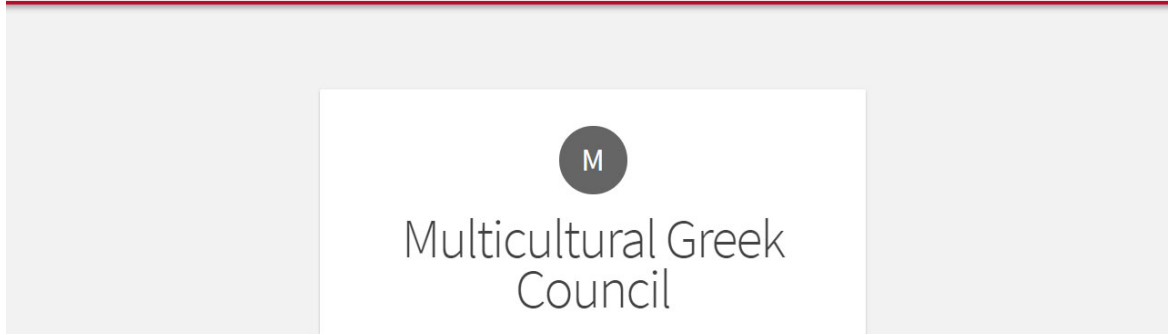
1. Log in to the [Involvement Network](http://involve.uga.edu) at <http://involve.uga.edu>.
2. Select “Manage” from the menu next to your user icon (top, right corner).



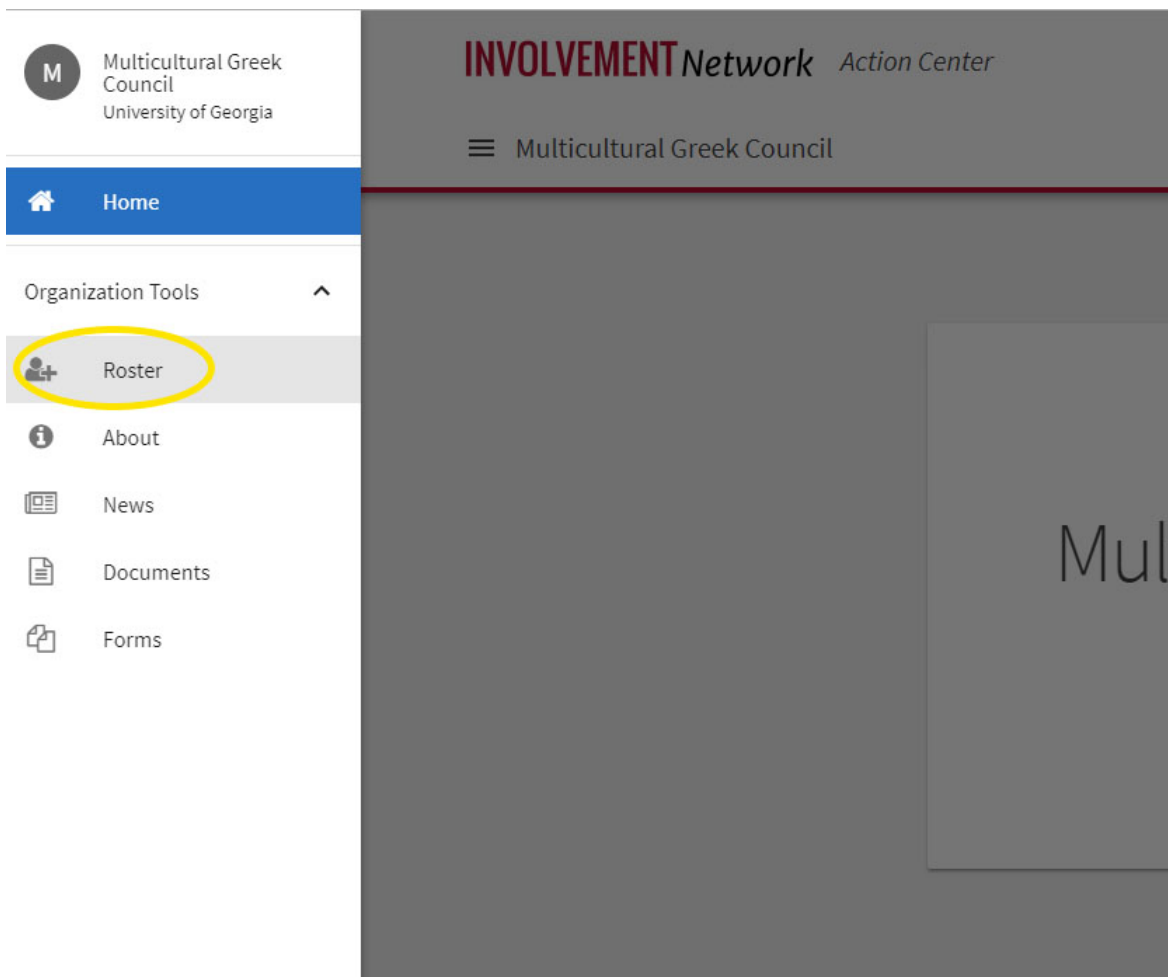
3. Search & Select the Organization you would like to manage.



4. Select the menu on the left-hand side of the page.



5. Select "Roster."



- To update the Primary Contact, ensure the member you would like to make the new Primary Contact is already on the organization's roster using the search function.

INVOLVEMENT Network Action Center

Multicultural Greek Council

### Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE

Primary Contact  
Lori Crawford

### Manage Roster

CURRENT PENDING PROSPECTIVE

END MEMBERSHIP END ALL MEMBERSHIPS

Montrez

Select	First Name	Last Name	Positions
<input type="checkbox"/>	MONTREZ	GREENE	Staff

Showing 1 - 1 of 1

- If the member does not appear on the roster, select the blue "Invite People" button at the top of the page.

INVOLVEMENT Network Action Center

Multicultural Greek Council

### Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE

8. Add the member's email address to add them to the roster. They will need to accept membership.

[← BACK TO ROSTER](#)

## Invite People

You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.

E-mail addresses

ADD E-MAIL ADDRESSES

9. Be sure to select the type of invitation (i.e. Member, Staff, etc.) and hit the blue "Send Invitations" button.

Invitations will be sent to:

Invite as

Member ▾

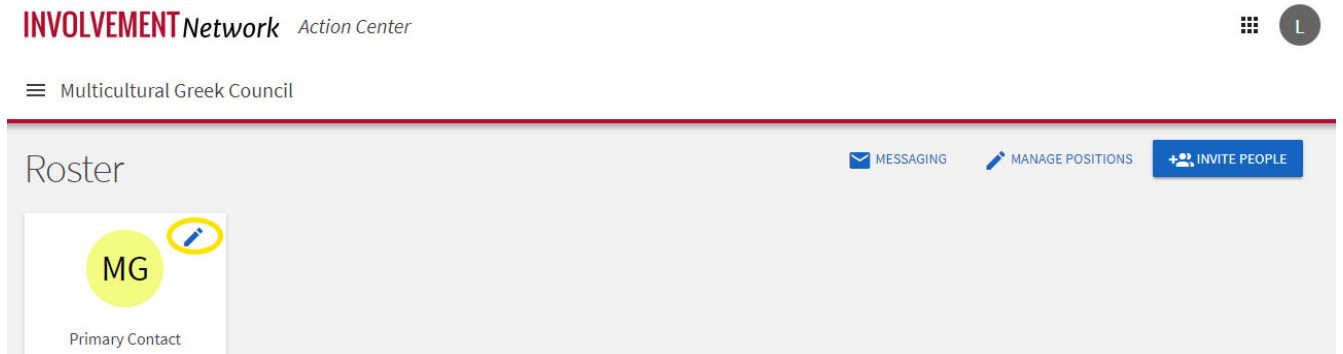
involvement@uga.edu



SEND INVITATIONS

CANCEL

10. After ensuring the member is a part of the organization's roster, click on the pencil next to the Primary Contact.



11. Search and Select the member you would like to make the new Primary Contact. The selected member will become the Primary Contact and will have the ability to manage the organization page moving forward. This includes updating the roster and managing positions.

