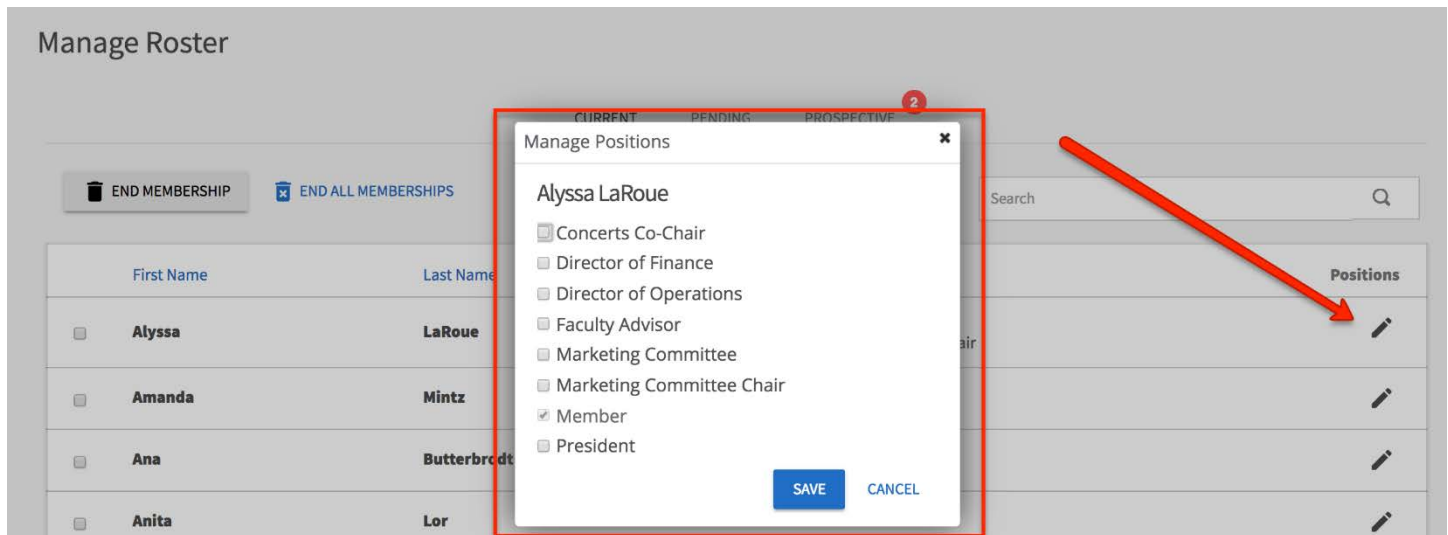


Assigning People to and Changing Positions in Your Org

Once you've got your organization's Positions created, you'll want to edit who holds those Positions. To do that, navigate to your organization's Action Center and click on the *Roster* tool in the Organization Tool Drawer (see "Action Center Quick Tips" [here](#) for more information). Keep in mind you will need the appropriate level of access to be able to manage the Roster.

Note: if you need to create a new Position, see "Creating Positions and Assigning Org Tool Drawer Access" [here](#).

On the Roster page, find the member for which you would like to add, change, or remove a Position. Click the edit pencil to the far right of that member's name.



The screenshot displays the 'Manage Roster' interface. At the top, there are tabs for 'CURRENT', 'PENDING', and 'PROSPECTIVE'. Below these are buttons for 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS'. A table lists members with columns for 'First Name' and 'Last Name'. The members listed are Alyssa LaRoue, Amanda Mintz, Ana Butterbrodt, and Anita Lor. A modal window titled 'Manage Positions' is open for Alyssa LaRoue, showing a list of positions with checkboxes: Concerts Co-Chair, Director of Finance, Director of Operations, Faculty Advisor, Marketing Committee, Marketing Committee Chair, Member (checked), and President. 'SAVE' and 'CANCEL' buttons are at the bottom of the modal. A red arrow points from the modal to the edit pencil icon in the 'Positions' column of the table.

A list of all available Positions will populate. Click the check box next to the position you would like to add or remove from that member, and then select *Save*. The user's permissions within the organization's portal will be updated based on the access level given to the Position. If a user holds more than one position within your organization, you can select more than one Position.