Manage Organization Admins

As an Organization Administrator, you can invite other people to be Org Admins at your organization.

View Admins

Visit the Admins Tab in the left navigation to view the list of existing Admins and their Permissions.

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Mar 2 Tourn Deareat	Admins (43) Admins have access to thi	s organization and all child organi:	zation pages.		D NEW MANAGER
Events	PERMISSIONS	INVITATIONS			
Archived	NAME #1	email 🐔	ROLE		
🎦 Programs	Dylan Dawson	dvlan@nextaen.com	Event Manager		
Se My People	Sharbertaon	a free for row got room	c von monago.		
🕐 Dashboard	Charlie Hayes	chayes@nextgen.com	Event Manager		View Admin
Org Profile			org admin		
Sub-orgs	P Brenda Gold	goldieB@nextgen.com	Org Admin		÷.
Settings	Jeffrey Shultz	jshultz@nextgen.com	Event Manager		÷
Admins	Kylie Robinson	krob@nextgen.com	Event Manager		
S Billing	•				
(i) Help Center	Phillip Levine	levine.p@nextgen.com	Org Admin		1
				Rows per page 10 💌	< 1-10 of 20 >

Invite Admin

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Events	PERMISSIONS	INVITATIONS			
Archived	NAME #1	EMAIL 71 ROLE			
🔁 Programs			~		
Se My People	Dylan Dawson	Add New Manager	<u>^</u>	1	
🙆 Dashboard	Charlie Hayes	Role Ora Admin		View	Admin
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S Billing	-				
(i) Help Center	Phillip Levine	levine.p@nextgen.com Org Adr	nin	1	
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View Invites

From the Admins page, click the **Invitations** Tab. Admins will only be granted permission to your organization after they Accept the Invitation by clicking the link their their Invite email. Invites expire after 2 weeks. You may also delete an invitation.

jlive Q Search b	ry Event, Category, Organization		DETROIT	NEXT GEN DETROIT	 DASHBOARD 	EVENTS CREAT	• 🚯 •
NEXTGen Denot	Admins (43) Admins have access to this organ	ization and all child organiz	ration pages.			ADD NEW MANAG	GER
Events	PERMISSIONS	INVITES					
Archived	EMAIL 71	ROLE	INVITE DATE	STATUS			
🐑 Programs	heion@nextgen.com	Org Admin	03.15.2022	Pending			:
Ora Profile	Todd@nextgen.com	Org Admin	02.11.2022	• Expired			View Admin Delete Invite
Sub-orgs				• Pending			:
Reports					Rows per page 10	< 1-1 of 1	>
Admins							
S Billing							
() Help Center							

Revoke Permission

From the Permissions Table, click to **View Admin**, then click the **Remove** button in order to revoke an existing permission.

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Events Archived Programs	Scarlett Levin scorlett@nextgen.com					ADD NEW ROLE
🍰 My People	Org Level Permissions					
Crg Profile	Org Admin	REMOVE				
Sub-orgs Settings	{Org Role}	Inherited ()				
Reports	{Org Role}					
(2) Admins						
S Billing						
 Help Center 						

You can also