

Manage Organization Admins

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

View Admins

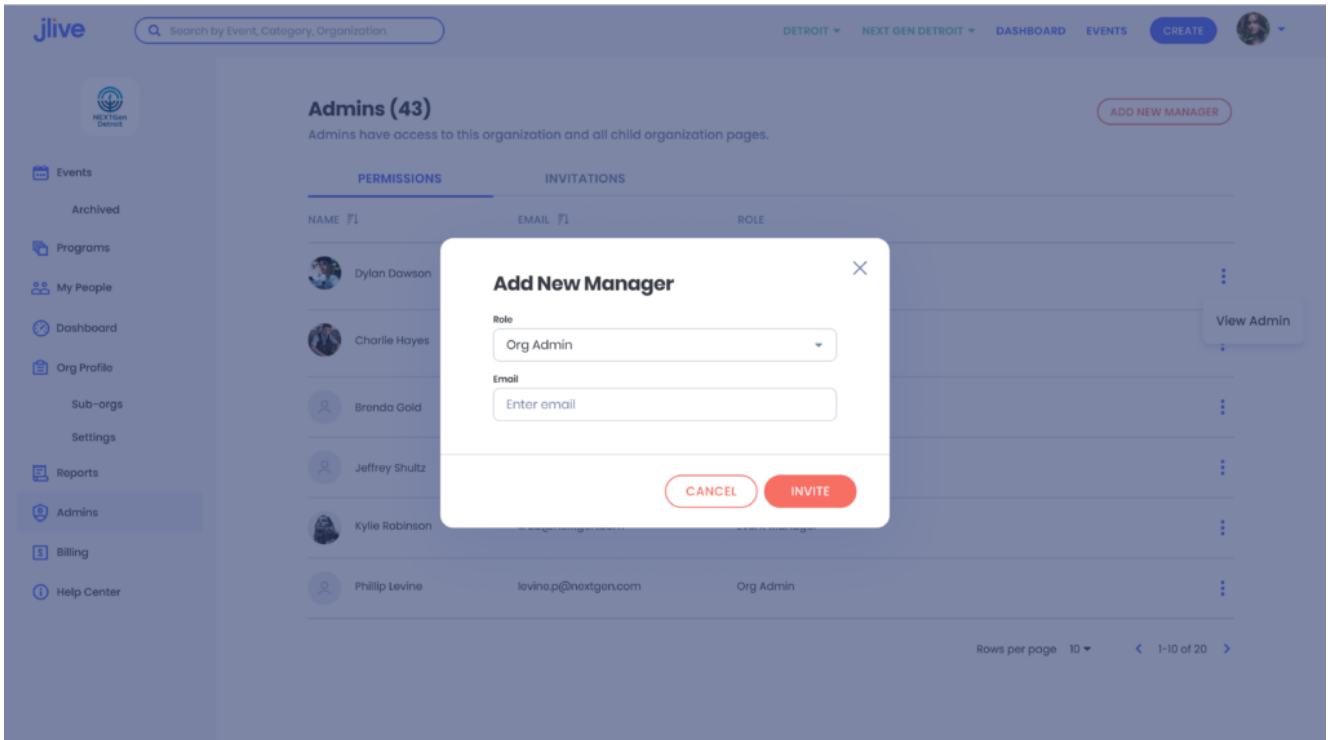
Visit the Admins Tab in the left navigation to view the list of existing Admins and their Permissions.

The screenshot displays the 'Admins (43)' page in the JLive interface. The left sidebar contains navigation options: Events, Archived, Programs, My People, Dashboard, Org Profile, Sub-orgs, Settings, Reports, Admins (selected), Billing, and Help Center. The main content area shows a table of admins with the following data:

PERMISSIONS		INVITATIONS	
NAME	EMAIL	ROLE	
Dylan Dawson	dylan@nextgen.com	Event Manager	⋮
Charlie Hayes	chayes@nextgen.com	Event Manager Org Admin	⋮
Brenda Gold	goldie@nextgen.com	Org Admin	⋮
Jeffrey Shultz	jshultz@nextgen.com	Event Manager	⋮
Kylie Robinson	krob@nextgen.com	Event Manager	⋮
Phillip Levine	levino.p@nextgen.com	Org Admin	⋮

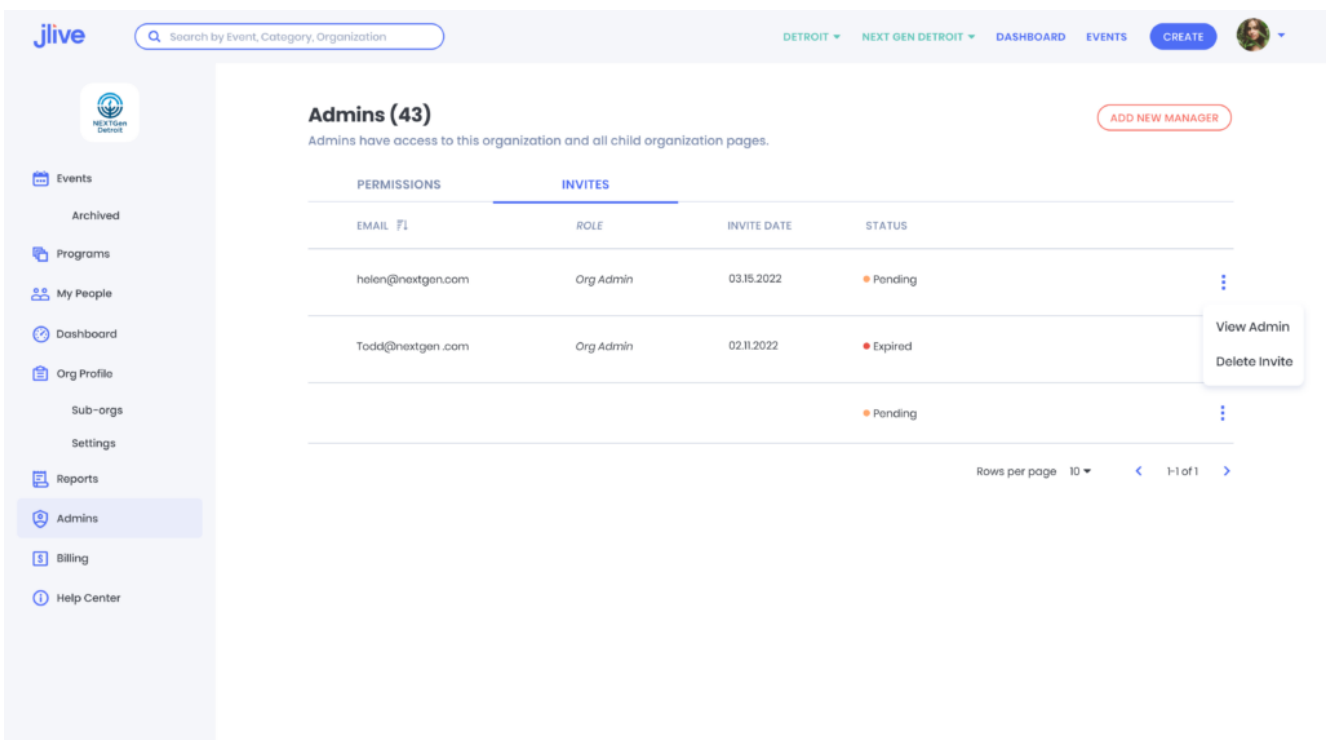
A tooltip labeled 'View Admin' is positioned over the first row. At the top right of the main content area, there is an 'ADD NEW MANAGER' button. The bottom right corner shows 'Rows per page 10' and '1-10 of 20'.

Invite Admin



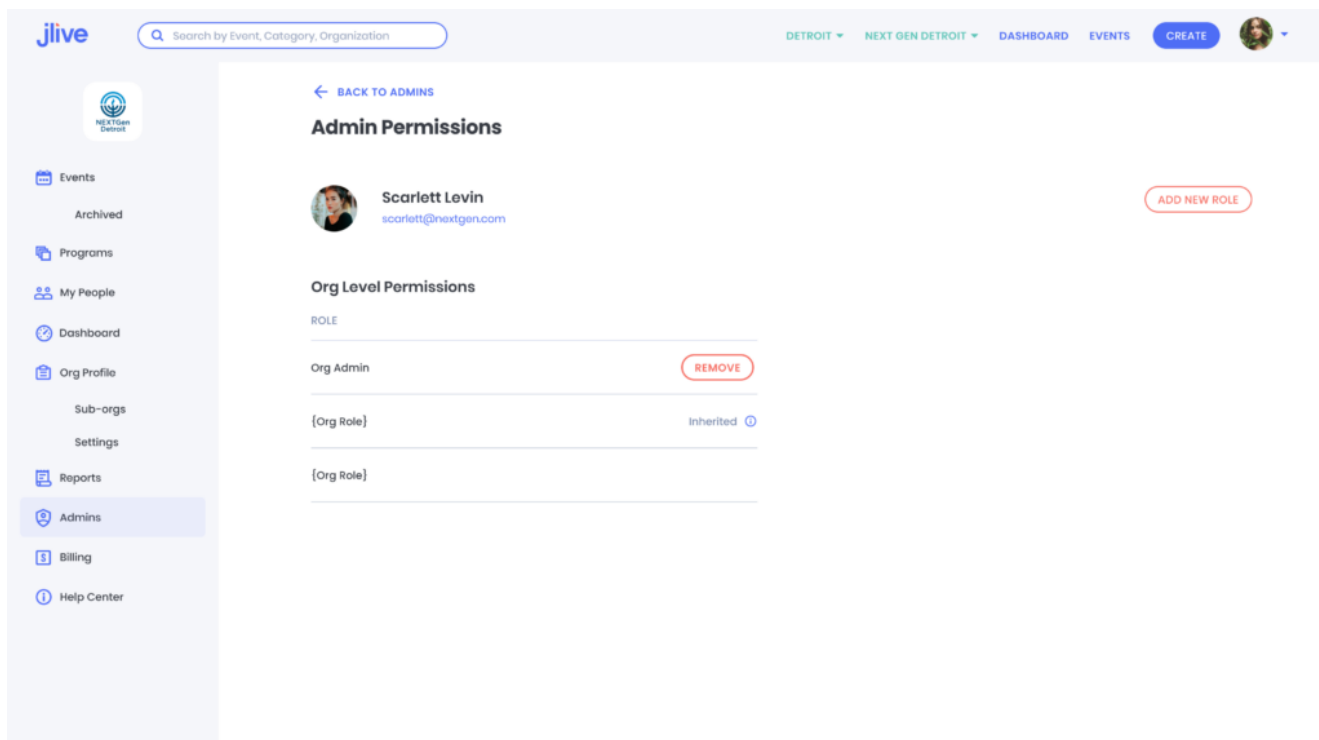
View Invites

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.



Revoke Permission

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



You can also