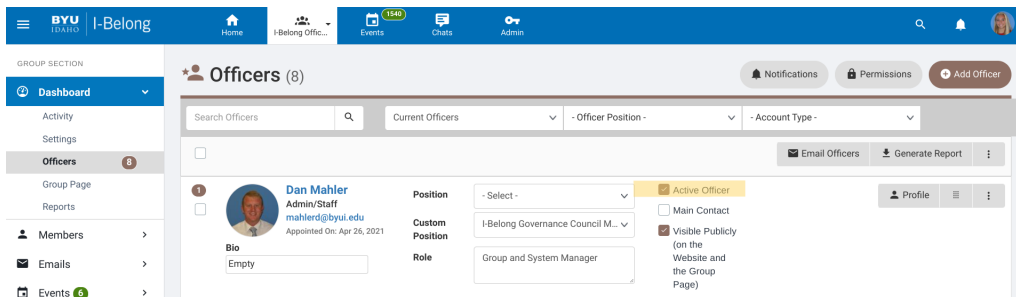


## Adding & Removing Officer Training

1. After logging into I-Belong, on the home page select the “group” drop down tab
2. Select the group where you would like to add or remove an officer
3. On the left hand side select the dashboard tab
4. Click on the subtab titled “officers”
5. In it you will see a number of officers assigned to the group

### To remove an officer

1. Find check mark next to the active officer you would like to remove
2. Uncheck the box next to active officer



### To add an officer

1. Click add officer in upper right hand corner
2. Lookup user by name or email
3. You may additionally select to “notify each new officer by email”
4. Click on add

