



# HOW TO MANAGE YOUR MEMBERS' ROLE

## SET USERS ROLE (FRIEND, ADMIN, OR OWNER) OR REMOVE USERS

1. From the Hub Homepage, click on the "Community Admin" tab.
  - At the Rally level, you can edit member's roles from the "Friends" tab.
2. Click on the three-dot menu on the right side of the desired user's name.
3. Click on the desired action to change their role or remove them:
  - Your Options depend on the users' existing role type, but as an Admin, you have the ability to:
    - Remove them;
    - Make this user the Rally Owner;
    - Make this user the Rally Admin;
    - Make this user a Rally Friend.

