



# HOW TO MANAGE YOUR MEMBERS

## SEND A PRIVATE MESSAGE

1. A Private Message can be sent by clicking the three dots next to someone’s name in the “Friends” tab.
2. From the drop-down that appears, click “Private Message.”
3. A pop-up menu will then appear where you can give add a subject line and type your message.
4. When done, click “Send.”
5. When the person you Private Message responds back to you, you will see their response in your Rallyhood Inbox.

*To access your Rallyhood Inbox*

1. Go to your Rallyhood Dashboard.
2. Click “My Inbox” from the left-navigation menu.

## ACCEPT A REQUEST TO JOIN

1. At the top of the “Friends” page, you can also see if any users have requested to join a group site. As an Admin, you can either accept or reject their request.

## DOWNLOAD YOUR MEMBER LIST

1. At the top of the “Friends” page, you will see a button that says “DOWNLOAD MEMBER LIST.”
2. Click on the button to download an Excel CSV file which you can then interact with in Excel.

