

# Admin access to email lists

## Introduction

Anyone wanting to be an admin of any Action Network list must adhere to current policies (as maintained, monitored and implemented by the Action Network Data Team):

### **1 - Sign the [XR UK VOLUNTEER AGREEMENT](#)**

It doesn't matter if you don't remember if you've done this and sign it twice. More information on the volunteer agreement is [HERE](#)

### **2 - XR Admins List**

You will be automatically subscribed to the 'XR Admins' email list where you will be kept up to date with any important info and updates relevant to your role as admin.

### **3 - Sign in regularly**

You must have signed in and out of your account at least once in the last 12 months to retain your admin permissions. You will be emailed after 11 months inactivity to warn you of this. You will have your admin permissions removed after 12 months inactivity (6 months inactivity for XR UK group admins) and you will be notified by email once this has been done.

### **4 - What email address to use**

The email address that you will use to log in to Action Network must be a personal one (not a generic Local Group email address) and you shouldn't share your password with anyone else. You can have more than one person as Admin on an email list and everyone should have their own individual log in.

## Applying to be admin for a Local, Regional/National email list

Admins at these levels (e.g. region, county, town, university) are managed locally, usually by asking your LG coordinator, regional coordinator, or 'Gardener'.

You can be an admin on more than one XR email list. (e.g. 2 different LG lists, or a campaign list)

If you don't know who to ask in your area contact the [Action Network Data Team](#).

## How to add another admin to your list

If you are already an admin yourself and want to grant access to someone new, go to [this page](#) [here](#) for instructions

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**Applying to be Admin on the XRUK list or XR Global newsletter** The Action Network Data Team manages applications from people who need to have admin access to the larger lists the full UK and Global newsletter lists. To request this please contact the Data Team by email [datateam@extinctionrebellion.uk](mailto:datateam@extinctionrebellion.uk)

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