Giving someone admin access

The following instructions are aimed at people who are already Admins (and have the permission level of 'settings'). If you feel like you should have this ability then contact the Action Network Data Team

So if you are still reading - you are probably someone that has been using AN for a while and now would like to give another person Admin access to your AN email list.
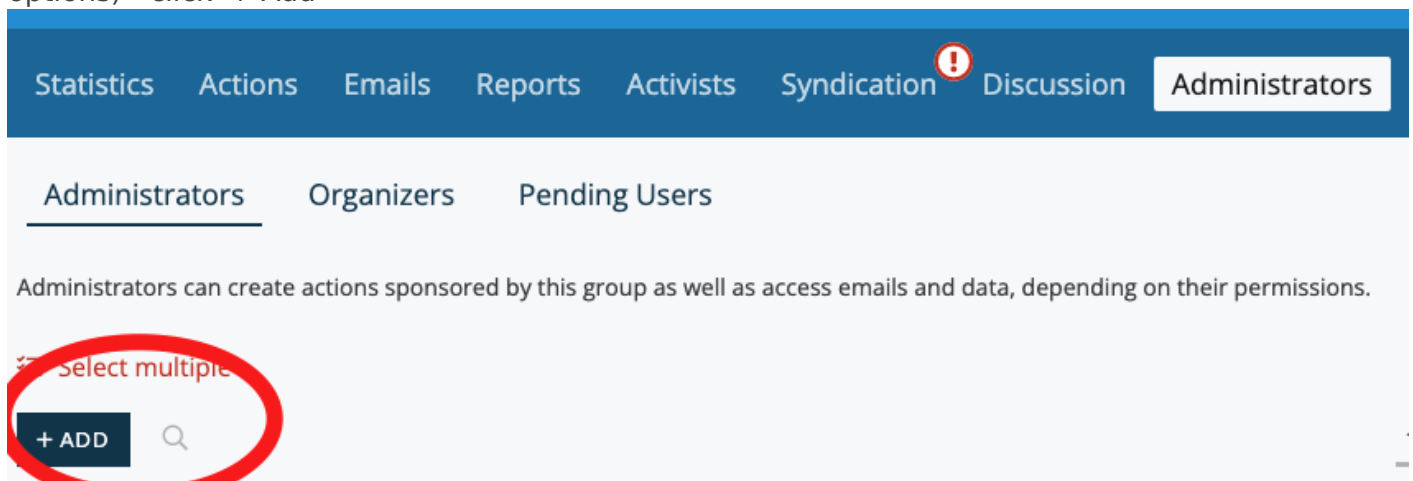
Step One

Make sure they've signed the volunteer agreement. You can check they have by looking at their activist record* and noting that they have the tag **XR_May2021_Volunteer_Agreement**.

*You can find an activist quickly by using the top menu **People** then choosing **Activists** and entering their email address to find them.

Step Two

Give them access by clicking on 'Administrators' (find this menu item along the middle blue bar of options) - click '+ Add'

Then type in their email address, click 'Send Invite'. They will be sent and email and they are immediately added as an 'Organiser'.

Step Three

Organiser doesn't allow anyone to do anything useful - so immediately promote them to 'Admin' by clicking 'Make User Admin', then you will be prompted to pick the permission to give to someone.

If you just want them to be able to see and report on current activists on the list, then choose 'reports' and 'activists'. If you want them to be able to send out emails to the list, then also add 'Launch Email'.

Only give them the 'settings' permissions if you think they will need to make other people admins on a regular basis. The other permissions lower down the list are not normally required.

Step Four

Connect them to this Rebel Toolkit book.

Add them to the two mattermost channels for support (see here for those links.)

Give them some training yourself, get them to request training or ask the Action Network Data Team for help.