



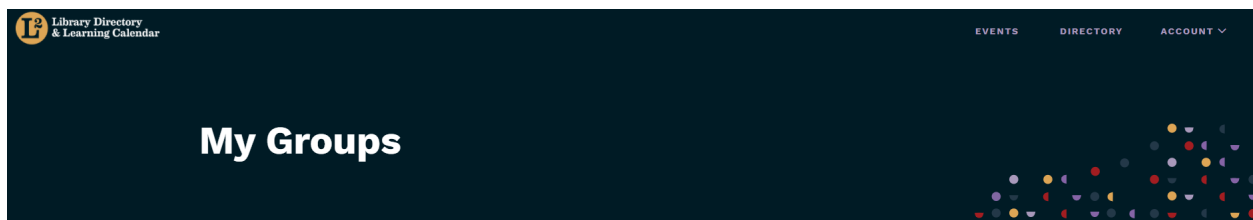
Managing Groups in L2

Adding Group Administrator(s)

During the initial networking group L2 set up, system staff will designate a primary admin for the group. After the group is established as an event sponsor, the designated group administrator has the ability to add and manage events for their group in the event calendar. Group administrators are also able to approve members' affiliations with their group, as well as to assign a new administrator if needed. *Note users must have an active L2 user account affiliated with a library.

Step-by-Step Instructions:

1. Login at www.librarylearning.org.
2. Hover over **Account** and click **My Groups**.
3. Select **Group Name**



GROUP NAME	STATUS	AFFILIATION ADDED
My Test Networking Group MTNG	Admin	2021-01-06

4. Click **Affiliations** tab



5. Begin typing the name of person you wish to add as a group admin in the **User Field [required]**. The field will auto-populate with a list of possible active users. The list will include name and email address. Please pay attention to similar names and the appropriate email address.

Add an affiliation

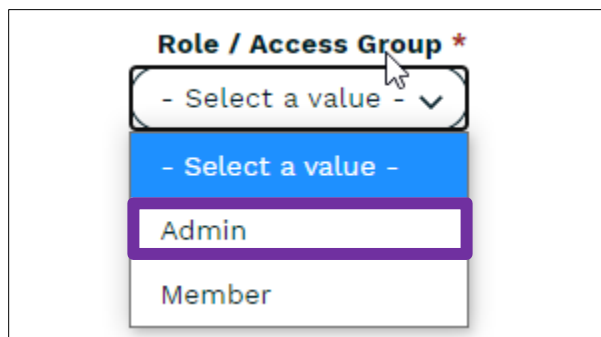
Published
Whether the affiliation is published.

User *

Role / Access Group *
- Select a value - ▾

SAVE

6. Select appropriate user. **[required]**
7. Assign *Role/Access Group* **[required]**.
 - a. Select *Admin* from dropdown menu.



8. *Save*. The group affiliation will display in the user account profile under *My Groups*

My Test Networking Group

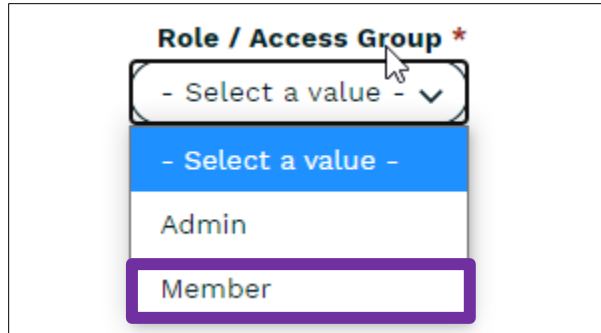
Affiliations

PERSON	RESPONSIBILITY	ROLE	ACTIONS
Testy Testerson		Admin	Edit Remove

Adding Members

Group admins may add members to the networking group's listing, but this is not required. This affiliation will appear in each member's user profile. A group may add an event that may only be viewed or registered for by users with an affiliation to the group. We suggest caution if using this feature, and recommend it only for groups with restricted membership so you are not unintentionally excluding potential attendees.

To add a group member repeat Steps 1-7 above and select *Member* and *Save*.



Members and group administrators are now viewable to group administrators.

View Edit **Affiliations**

My Test Networking Group

Affiliations

PERSON	RESPONSIBILITY	ROLE	ACTIONS
Testy McTestface		Member	Edit Remove
Testy Testerson		Admin	Edit Remove

Removing Group Administrator or Member

To remove a group administrator or member repeat Steps 1-4 above. Under the **Actions** column (see My Test Network Group image above), click **Remove**. Another page appears to confirm action.

Editing About Us

Group administrators may update the **About Us** section that users see about the group's interest by navigating to the **Edit** tab after selecting the networking group name.

Library Directory & Learning Calendar

EVENTS DIRECTORY ACCOUNT

My Groups

GROUP NAME	STATUS	AFFILIATION ADDED
My Test Networking Group MTNG	Admin	2021-01-06

Group Name and **About Us** sections are **required** fields. You may add or edit the **About Us** section. The editor has limited formatting functionality. In the description you may want to include details about who to contact for more information, or add a link to external websites. **Event Sponsor** is selected [default setting] and enabled for adding events to the L2 calendar (See separate documentation “Create a New Event for Groups”).

Edit Group My Test Networking Group

Group Name *
My Test Networking Group

Abbreviation
MTNG

About Us *

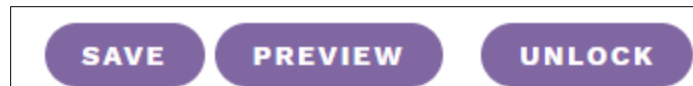
B I [link icon] [list icon] [table icon] Format

Test Event Sponsor

About text formats

Event Sponsor

Final step is to **Save** the page. You may **Preview** the page before saving. If you choose to navigate away from the page without saving, the page remains in a locked state. If you haven’t made any changes, you still must click the **unlock** button to remove the lock.



Contact Us/L2 Help
<https://librarylearning.org/help>