### Assign / Unassign Users to Multiple Groups

#### View User Screen

The system will allow an email address association with one user only. To avoid necessitating multiple email addresses when a user belongs to multiple groups (i.e. Council as well as Unit Leader), Use the <u>Assign/Un-assign Users to Multiple Groups</u> link.

## To assign or un-assign a user to multiple groups

Assuming the User already exists within your Unit,

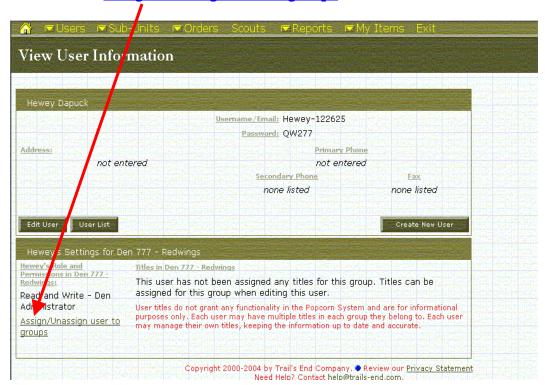
- 1. **Click on the SUB-UNIT Menu** from the menu bar (Click on the word Sub-Unit rather than the yellow drop down menu).
- 2. Click the Expand Tree icons 
  until the level at which the user currently exists is visible.
- 3. Click the Expand User icon see the users at that level.
- 4. Click on the **Zuser's name**, not the [User Edit] link.



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The system displays the View User page.

5. Click on the Assign/Unassign user to groups link.



The system displays a Unit Structure page with [Add User To This Group] links adjacent each group.



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6. Click [Add User To This Group] adjacent the group to which the User will be added.

The system displays the Choose Role for this Group page.

7. From the drop down menu, choose the Role this user will have in this group, giving them appropriate menu options when using the Popcorn Sales System.

# 8. Click SUBMIT

The system returns you to the <u>View User</u> page.

You can see all the groups to which a user belongs on the <u>View User</u> page.

## To Un-Assign a User from a group

1. From the <u>View User</u> page, **click on <u>Assign/Unassign user to groups</u>** (instructions to access the View User page found in Assign/Unassign User to groups instruction.)

The system displays the <u>Choose Role for this Group</u> page, Showing existing group memberships in red.



2. Click [Remove User From This Group] for the groups from which the user is to be removed.

The system removes the user from the group, returning to the <u>View User</u> page.