

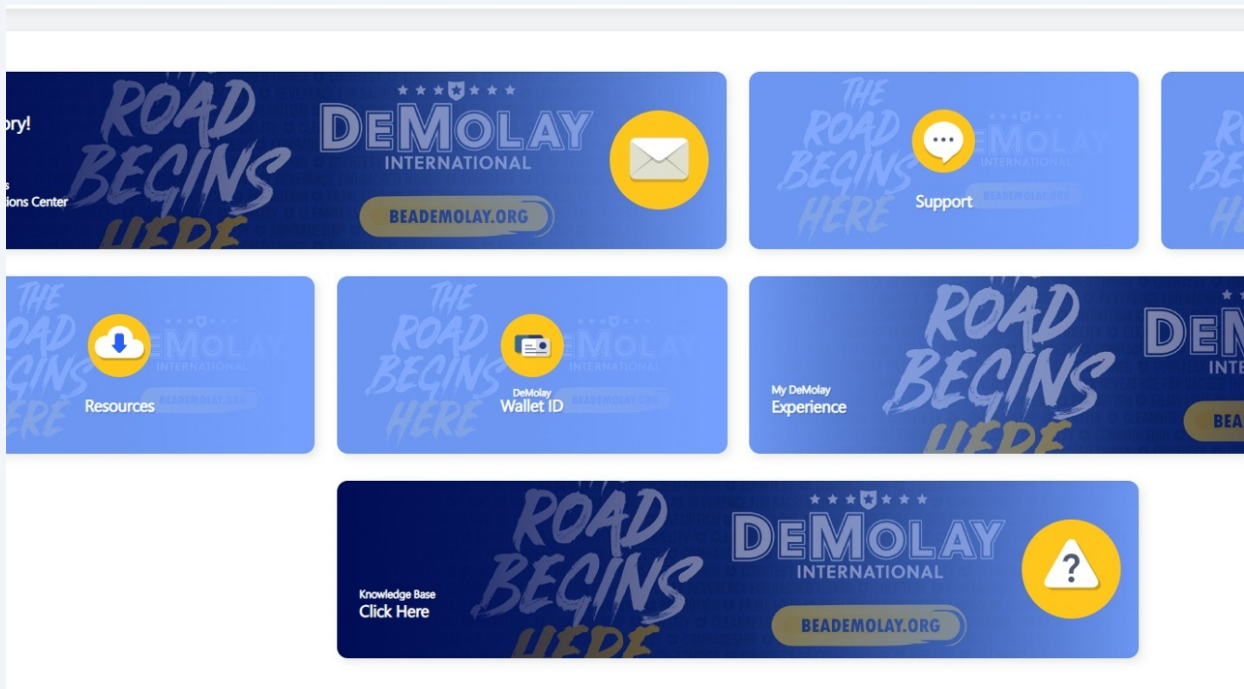
Assigning admin status to a member



This guide provides a straightforward, step-by-step approach to assigning admin status to a member within the eScribe system. By following these instructions, users can efficiently navigate the platform, ensuring the right individuals gain the necessary administrative privileges. It is a valuable resource for maintaining organizational structure and enhancing member engagement. Whether you're new to the system or need a quick refresher, this guide simplifies the process.

1

Navigate to <https://escribe.demolay.org/home/>



2 Click "Members"

The screenshot shows the DeMolay International website interface. On the left is a dark blue sidebar with the DeMolay International logo at the top. Below the logo are several menu categories: Home, Contributions, Donate Center, Manage, Member Support, and Package Center. The 'Manage' category is expanded, and the 'Members' link is highlighted with a red circle. Other links in the 'Manage' category include Membership Stats, Notifications, Organizations, Education, Helpdesk, Resources, Nominations & Registrations, and a sub-link for Profile. The main content area on the right is titled 'DeMolay eScribe' and features a large blue banner with the text 'Hello Rory!', 'No messages in Notifications Center', and 'BEADEMOLAY.ORG'. Below the banner are several smaller blue tiles with the text 'THE ROAD BEGINS HERE' and icons for Resources, DeMolay Wallet ID, and My DeMolay Experience. At the bottom right is a 'Knowledge Base Click Here' link.

3 Click "Edit Members"

This screenshot is similar to the previous one, showing the DeMolay International website. The 'Manage' category in the sidebar is expanded, and the 'Edit Members' link is highlighted with a red circle. The main content area remains the same, with the 'DeMolay eScribe' header and the blue banner featuring 'Hello Rory!' and 'BEADEMOLAY.ORG'. The tiles for Resources, DeMolay Wallet ID, My DeMolay Experience, and Knowledge Base are also present.

4 Search for the member's record

DeMolay eScribe

Edit Members

DeMolay ID Birth Date Prefix Honors

Full Name Suffix Jurisdiction

[Search](#)

5 Click on the members record's name

DeMolay eScribe

Edit Members

DeMolay ID Birth Date Prefix Honors Type Degree

Full Name Suffix Jurisdiction Organization

[Search](#) [Clear](#) [Reports](#)

ID	Name	Jr	Org
	Dillon		#037000 #037008

1 rows found

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Developed by Pural

- 6 Click the eye icon button field under the "Organization Admin" to expand the area.

DeMolay eScribe

First Name: Dillon, Middle Name: Scott, Preferred Name: Dillon

Access Information

DeMolay ID: 313826, Registered On: 07/26/2010, Profile Blocked?: No, Continuing Advisor?: Yes, Access Level: User

Organizations Admin

Personal Information

Membership Data

Adult Data

Save Back

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- 7 Select the jurisdiction option if it's available from the jurisdiction dropdown.

Organizations Admin

Jurisdiction: Oklahoma #037, Organization: Select

Loading!

Add

Personal Information

Membership Data

Adult Data

Save

8

Select the organizations the member will be an admin for.

Access Information

DeMolay ID: [Redacted] Registered On: [Redacted] Profile Blocked?: No Continuation: Yes

Organizations Admin

Jurisdiction: Oklahoma #037 Organization: Fortitude #037803 Add

Personal Information

Membership Data

Adult Data

9

Click the add button field.

Registered On: 26/2010 Profile Blocked?: No Continuing Advisor?: Yes

Organization: Fortitude #037803 Add

10

Confirm by clicking the "Ok" button field to confirm the action.

The screenshot shows a web form with several input fields and a confirmation dialog box. The form fields include:

- Registered On:** 7/26/2010
- Profile Blocked?:** No
- Continuing Advisor?:** Yes
- Organization:** Select (dropdown menu)
- Delete:** A red button.

A confirmation dialog box is displayed in the center of the screen. It has a white background and a rounded border. The text inside the dialog box reads:

Attention
Admin added!

Below the text is a button labeled **OK** with an orange circular icon next to it.