Changing Officers on The Hub

If the new officer is not yet a member on the portal

≔	EMORY The Hub	Q Search		Step 1.
	Gateway to Atlanta: Braves vs. Mariins Sunday, September 4 at 12:00PM EDT Tuist Park Toist Park Dooley After Dark Memberships SySTEM TEST AREA	M C X E R Graduate Students of Color Mixer Friday, September 2 at 6:00PM EDT Campus Life Pavilion Mosted by 2 organizations	Berger Strategie Stra	Log into The Hub and go to your organization's portal (located under "Memberships" on The Hub homepage)
Image: Second secon	EMORY The Hub tome EMORY byganizations EMTEST / orms Der Since August 2022 forms Image: Since August 2022 service tion ntzations n system TEST A edu prward - Graduate/P formation prward- Undergradu ements are the following	۹. search	Get] VIEW GALLERY	Step 2. Once on your organization's page, click on the three lines in the upper left corner and then click on the gear icon underneath "My Organizations" in the left side menu.



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Student Involvement, Leadership, and Transitions☑ silt@emory.edu𝔥 (404) 727-6169☑ @emorysilt✔ Student Involvement, Leadership, and Transitions



	ADD E-MAIL ADDRESSES
	Invitations will be sent to: Invite as Member ~ test123@emory.edu X SEND INVITATIONS CANCEL
	ADD E-MAIL ADDRESSES
(F)	Manage Roster
	RESEND INVITATION DELETE INVITATION
	UUU test123@emory.edu
	Showing 1 - 1 of 1

Step 6.

After you've added the email address, you'll see an option to assign a position to the new member (member, treasurer, etc.). Use the drop-down menu next to "Invite as" and select the appropriate office position, then click on "Send Invitations".

Step 7.

To verify that the invitation has been sent to the correct email address, click on "Pending" once back on the roster page. If the name listed has a "UU" in the circle icon next to the email address this stands for "Unknown User" and you will need to go back and invite with the member's other Emory email address. Some prefer the shortened EmoryID email or the elongated one.

The Hub

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