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## Managing Scheme Membership

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# MANAGING SCHEME MEMBERSHIP

### This section is preceded by:

- [Scheme Administration Overview](#)

At the bottom of the '***Scheme Administration***' Screen

Click the '***Check your scheme membership***' link



(This option is also accessible via the menu)

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## SCHEME MEMBERS

To view more information about a scheme member please click on their name.

Member's Name	Member's Role	Member Since
[Name]	Member	11/06/2007
[Name]	Member	01/09/2005
[Name]	Member	13/02/2006
Mike Douglas (SAR)	Co-ordinator	11/07/2005
[Name]	Member	02/10/2006
[Name]	Member	21/07/2006

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Powered by the Neighbourhood Alert: community messaging system, social media management and survey tools.

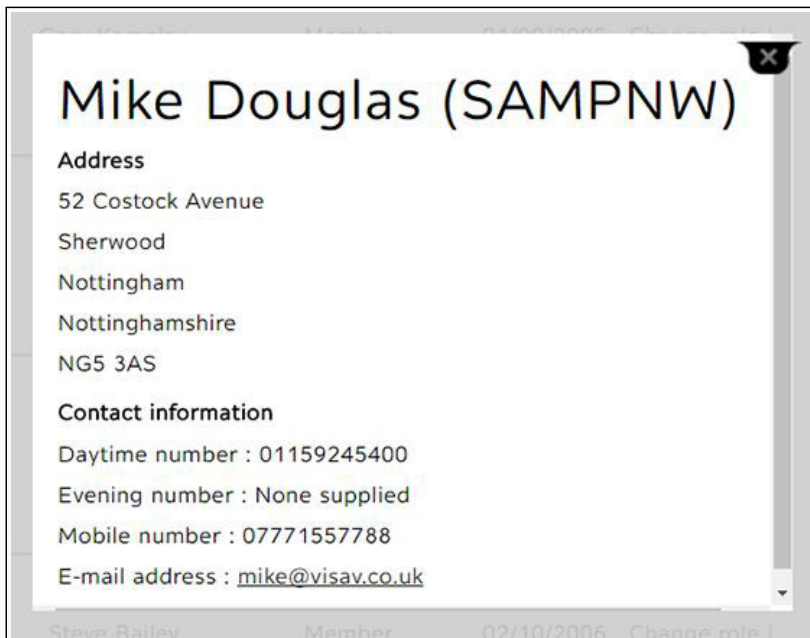
### The Scheme Membership screen shows:

- A map of the scheme with pins showing members  
(hover over a pin to show member name and role within the scheme)
- A list of the scheme members

### There are three actions the coordinator can carry out with regard to an individual member:

#### 1 – View a Member's Details

By clicking a member's name, the scheme coordinator can view a scrollable pop-up window which identifies the member's address and contact information.



**Mike Douglas (SAMPNW)**

**Address**  
52 Costock Avenue  
Sherwood  
Nottingham  
Nottinghamshire  
NG5 3AS

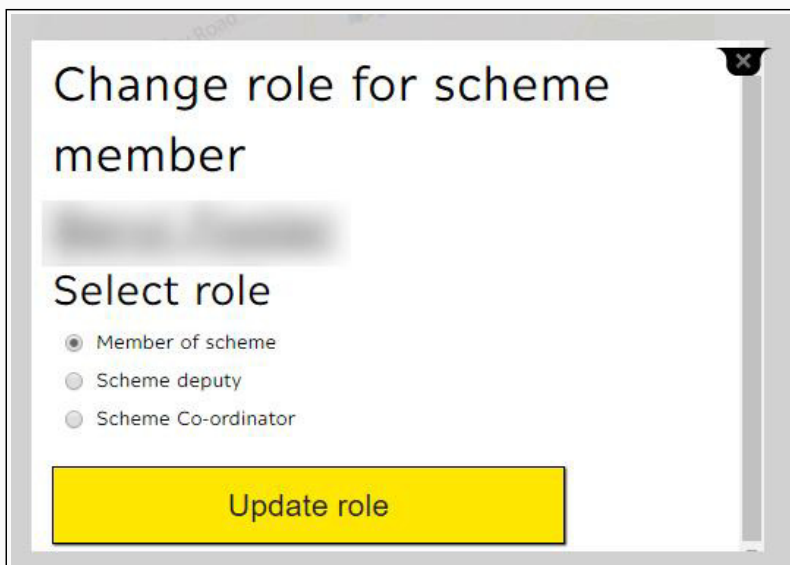
**Contact information**  
Daytime number : 01159245400  
Evening number : None supplied  
Mobile number : 07771557788  
E-mail address : [mike@visav.co.uk](mailto:mike@visav.co.uk)

Steve Bailey Member 02/10/2006 Change role

## 2 – Change a Member’s Role

By clicking a '**Change role**' link, the scheme coordinator can amend / update a member’s role within the scheme. The three options are:

- Member of Scheme
- Scheme Deputy
- Scheme Co-ordinator



**Change role for scheme member**

[Redacted Name]

**Select role**

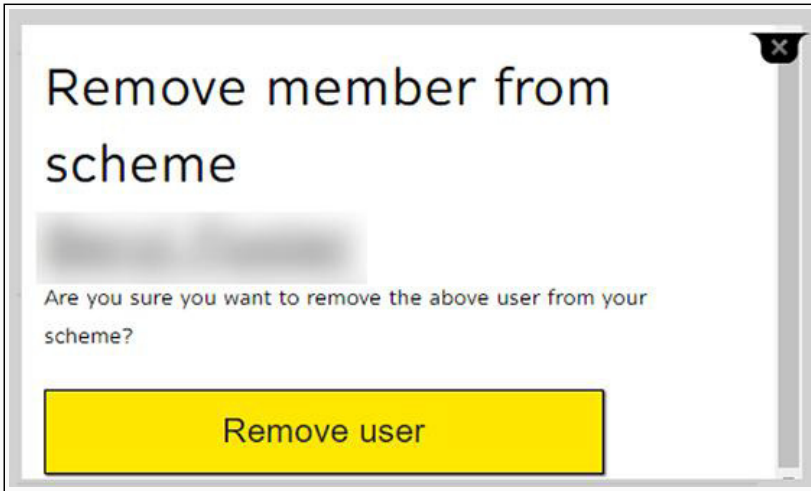
Member of scheme  
 Scheme deputy  
 Scheme Co-ordinator

**Update role**

Select the appropriate radio button then click the '**Update role**' button.

## 3 – Remove a member from the scheme

By clicking a '**Remove**' link, the scheme coordinator can delete a member from the scheme. This action has a safety net, in that a pop-up window appears asking for confirmation.



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