Instructions to Change an Administrator/Officer’s Category in OrgSync

Log in to OrgSync with your ID/password (each member should have their own profile then request to join the organization)

Once you are logged in click on “People”

When you click on “People” your screen should look like the one below. You will then click on the person you want to add/remove to/from Officers/Administrators from the list on the left.

When you click on the respective person your screen should look like the one below. You will then click on “Manage”.
When you click on “Manage” a list will pop up. Simply check/uncheck “Officers” or “Administrators” to add/remove members from those categories.