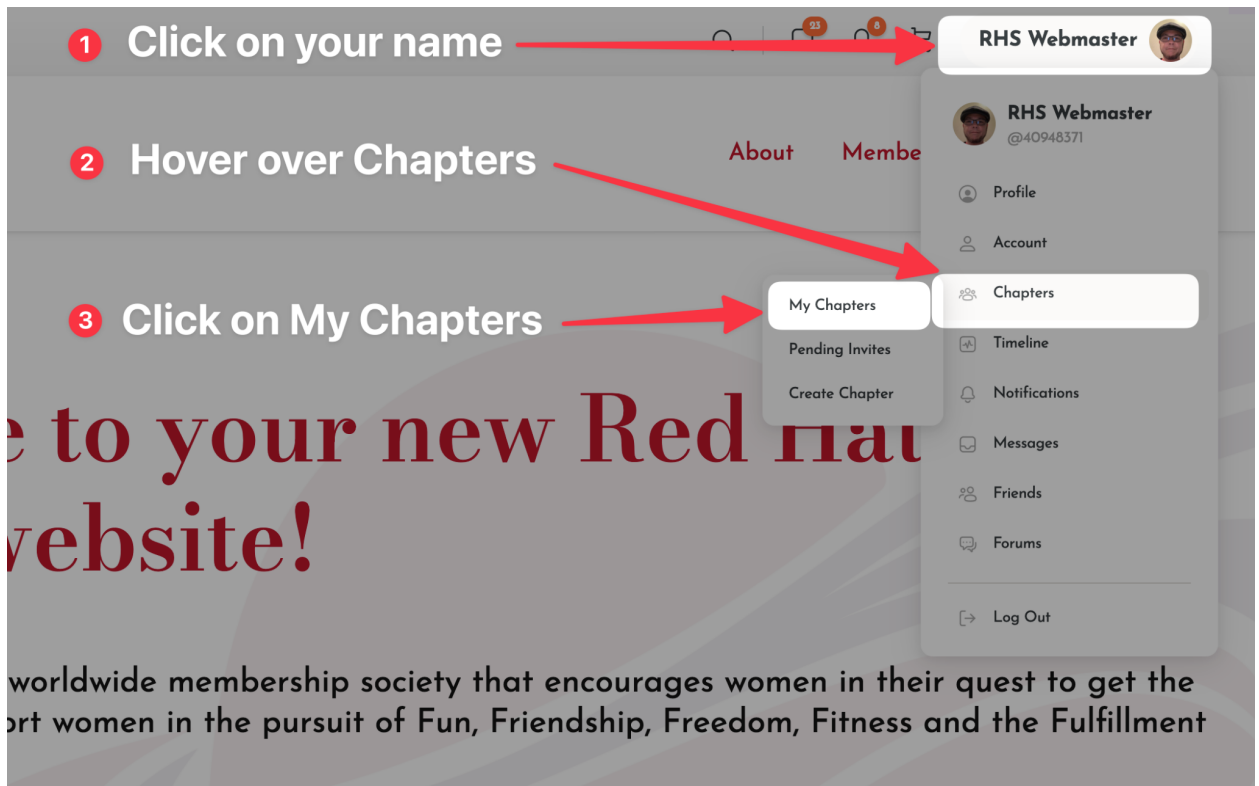
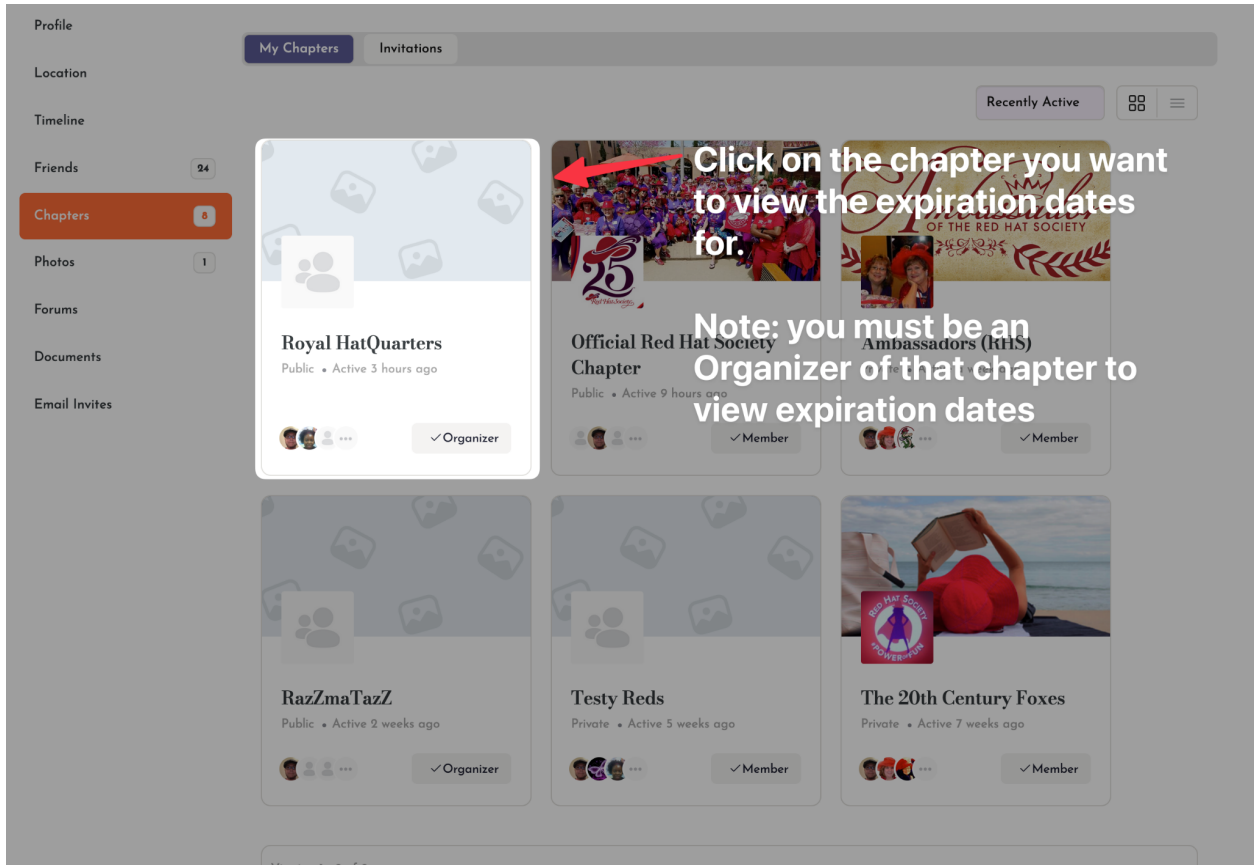


How to check your chapter members' expiration dates

1. Click on your name on the top right
2. Hover over Chapters from the drop down menu
3. Click on My Chapters from the flyout menu



- Click on the chapter you want to view. You must be an Organizer of the chapter if you want to see the expiration dates of the members.



- Click on Manage on the left navigation

6. Click on Member on the chapter navigation

The screenshot shows the 'Royal Hat Quarters' group management interface. The page title is 'Royal Hat Quarters' with a sub-header 'Active 3 hours ago'. The organizer is listed as 'RHS Webmaster'. The page has a navigation menu on the left with options: Members (9), Feed, Photos, Albums, Documents, Send Messages, Send Invites, Discussions, and a highlighted 'Manage' button. The main content area has tabs: Details, Settings, Photo, Cover Photo, Members (selected), Forum, Location, and Delete. Below the tabs, there is a section for 'Organizers' with a description: 'Organizers have total control over the contents and settings of a group. That includes all the abilities of moderators, as well as the ability to turn group members into organizers, change the group photo, manage group members, and delete the group.' Below this is a card for 'RHS Webmaster'. The 'Members' section has a description: 'When a member joins a group, he or she is assigned the member role by default. Members are able to contribute to the group's discussions, activity feeds, and view other group members.' A modal window is open showing a list of members with their names, IDs, and expiration dates. The members listed are Princess RedHat, LaTonya Boston, and Debra Granich. Each member card has three buttons: 'Promote to Moderator', 'Promote to co-organizer', and 'Remove from group'. Red arrows and numbers 1, 2, and 3 point to the 'Manage' button, the 'Members' tab, and the 'Exp Date' field respectively. A text overlay 'Expiration dates are shown here' is positioned over the modal window.

1 Click on Manage

2 Click on Members

3 Expiration dates are shown here

Members

9

Details Settings Photo Cover Photo Members Forum Location Delete

Manage group members; promote to moderators, co-organizers, or demote or ban.

Organizers

Organizers have total control over the contents and settings of a group. That includes all the abilities of moderators, as well as the ability to turn group members into organizers, change the group photo, manage group members, and delete the group.

RHS Webmaster

Members

When a member joins a group, he or she is assigned the member role by default. Members are able to contribute to the group's discussions, activity feeds, and view other group members.

Princess RedHat
ID: [] | Exp Date: []
Promote to Moderator Promote to co-organizer Remove from group

LaTonya Boston
ID: [] | Exp Date: []
Promote to Moderator Promote to co-organizer Remove from group

Debra Granich
ID: [] | Exp Date: []
Promote to Moderator Promote to co-organizer Remove from group