



PADDOCK-HOOKER **LAKES ASSOCIATION**

How to Add/Remove an ADMINISTRATOR

Ok, this is VERY SERIOUS. You are giving or removing COMPLETE access to the entire system. Please note that anyone with these rights can COMPLETELY break the website/membership system with this access. Only an ADMIN can add or remove another ADMIN.

1. Log in to PHLAWI.com
2. Verify that you are in the Dashboard (black bar on the left)
3. If you DO have the black bar on the left SKIP TO STEP 5
4. To get to the Dashboard (black bar on left), click on the words "PHLA" in the TOP bar and pull down to "Dashboard"
5. On the left side, scroll down to "Users" and click it
6. Search for the user you want to edit
7. Hoover over the Username and click "Capabilities"
8. Look under "Primary Role"
9. Click on the pulldown and scroll to the bottom and click on "Administrator"
10. Click the "Update" button on the far right