

VMS-Admin-04 – How To Remove Member from Chapter

Occasionally it may become necessary to remove a member from the chapter, either at their request or for administrative/disciplinary reasons (including death). **This is Removal, not Transfer.** This is the process to do so.

Please note that any information you enter under this process will be visible to anyone with Admin privileges.

1. **Log in as ADMIN**
 2. **Make sure you have Blackland Prairie Folder selected**
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3. **Select the Volunteer Tab and clear all filters**

4. **Select the individual to be removed and click *edit* from the left-side menu**

1. Under the *Personal* tab

Change the User-ID to something unexpected - For consistency please use ****Removed-2015**

Change the Password to something unexpected - For consistency please use **Removed-2015**

2. Under the *User Defined* Tab

a. Change the *Master Naturalist Certification Level* to TMN-Inactive

b. Add a note to the *Master Naturalist Certification Comments* stating what was done and why.

This field is limited to 255 characters. **DO NOT** remove the **Class Year Information**.

3. (optional) Under the *History* Tab

If there is insufficient room for the comments as described in 4.2, further information can be placed under the *History* tab using the Add Note button.

Be sure to refer to these additional comments in Step 4.2's *Master Naturalist Certification Comments*

4. (optional) Under the *Attachments* Tab

If needed, additional documentation, such as a word file, can be uploaded here.

Be sure to refer to these uploads in step 4.2's *Master Naturalist Certification Comments*

Note: Apparently, only a single document can be uploaded. If additional documents need to be added,

a. The first needs to be downloaded and then deleted.

b. The downloaded document needs to be merged with all other documents

c. The final merged documentation needs to be re-uploaded

5. Click *Finish* to save these changes and return to the Volunteer list

5. **Select the individual to be removed and click *Request/Approve* from the left-side menu**

1. Under *Approved Opportunities* select all opportunities by checking the *Opportunity Title* checkbox

Approved Opportunities:		Approve	Unapprove
<input checked="" type="checkbox"/>	OpportunityTitle	Approved On	
<input checked="" type="checkbox"/>	AT: BPTMN Chapter Meeting (1 hour)	07 Jul 2015 02:39 pm	
<input checked="" type="checkbox"/>	AT: BPTMN: Other Pre-approved Training (Name of class)	07 Jul 2015 02:39 pm	
<input checked="" type="checkbox"/>	AT: BPTMN: VMS Training	17 Jun 2015 07:33 pm	
<input checked="" type="checkbox"/>	BPTMN: Administrative Work	07 Jul 2015 02:39 pm	
<input checked="" type="checkbox"/>	BPTMN: Bird/Wildlife/Insect/Plant or other Surveys	07 Jul 2015 02:39 pm	

2. Click the *Unapprove* Button

3. Click *Finish*