Approving Members in your Private Group

After you've created your private group, you will want to approve or deny entry to those requesting access. You will receive an email every time there is a request to join. Here's what to do next:

Step-by-step guide

1. Navigate to your Group page.
2. Scroll to find the "Group Administration" block. **This will only appear to group administrators.
3. Click on "Process Requests."
4. Choose "approve" or "deny" from the drop down menu next to each request.
5. Click the "save changes" button.

ⓘ   Once group membership has been approved, the user may need to refresh their browser or log in again to see the group's page.

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