## **NCA & NDA Summer Camp BAND Tutorial**



## Changing the BAND Admin



Manage New Member Band Size Limit Up to 1,000 members > Member Requests Members can join the Band without Admin's approval. Membership Requirements Gender Anyone , Age Anyone Post when a member joins A "Welcome" post will be uploaded when a member joins. Manage Member Activity Member Online Status ON > Member Privileges Member Info Display Remove or Unblock Members Manage Co-Admin Admin Activity Log Assign a New Admin

10:10 AM

1

2. Click *Settings* on the right side.

3. Scroll down and click on *Assign a New Admin*.



the 3 horizontal lines in the

4. Click on the person you would like to pass admin permissions to. Click *Assign a New Admin*.