

# ADD a Community Administrator

11/08/23 by Martha Raup, CAB Chair

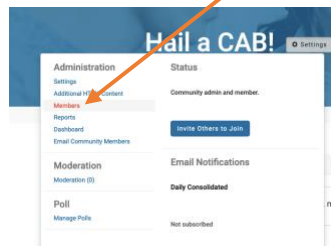
To add an administrator to a community, you must first BE an administrator in that community. If you are not and wish to become one, or if as federation president you wish to assign one, write to Jenn Rafael ([jrafael@narfe.org](mailto:jrafael@narfe.org)) or [communications@narfe.org](mailto:communications@narfe.org).

If you are an administrator in a FEDHub Community: 1) Click the Settings button (next to the name of your community at the top of the screen). 2) Click the “Members” tab on the left. Find the member you are looking to add. If they are not listed, follow the instructions on the [Inviting a Person to Your Community](#) tutorial. 3) When you find the member press “Edit Roles” to make the selection to add as a community admin or a community moderator. 4) Press “Add”.

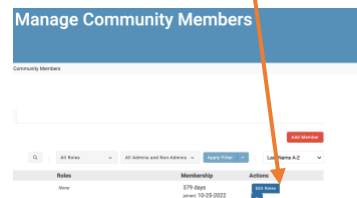
1. Click on **Settings**



2. Select **Members**



3. Press **Edit Roles** TAB



4. **Edit Roles** – Select Community Admin OR Community Moderator – then press **Add**

