

# How to add or remove a person to an organization

9 Steps [View most recent version](#) 

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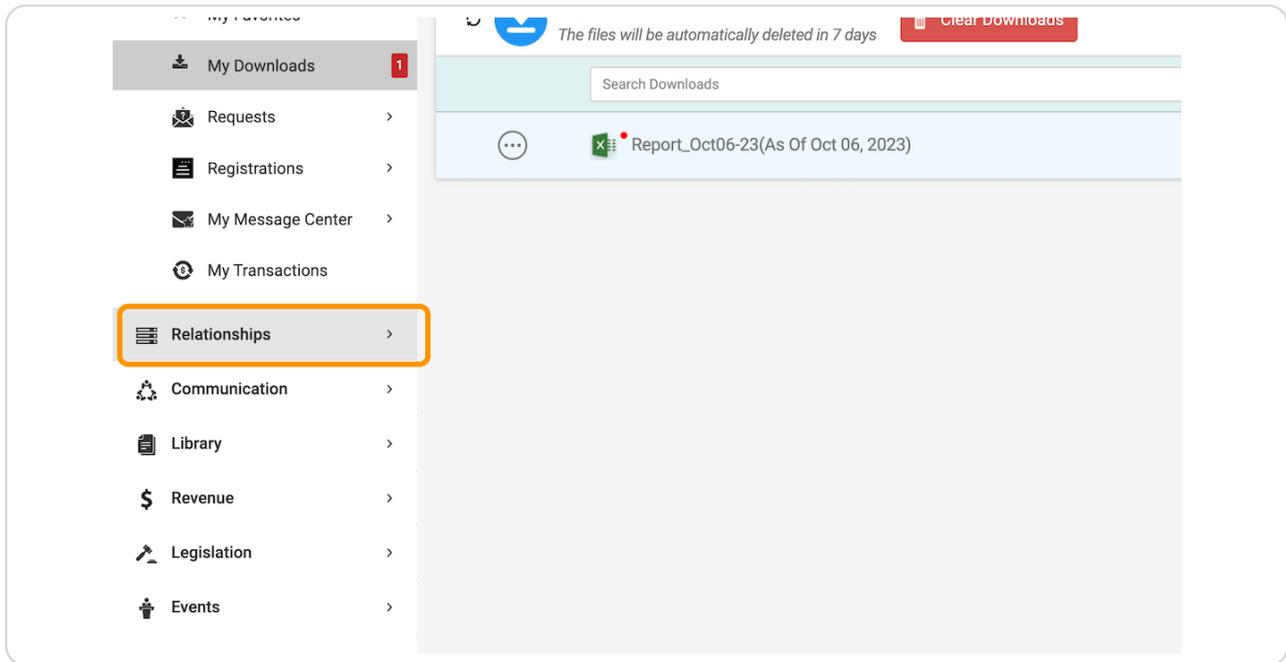
Created by  
Engagifii Inc.

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October 9, 2023

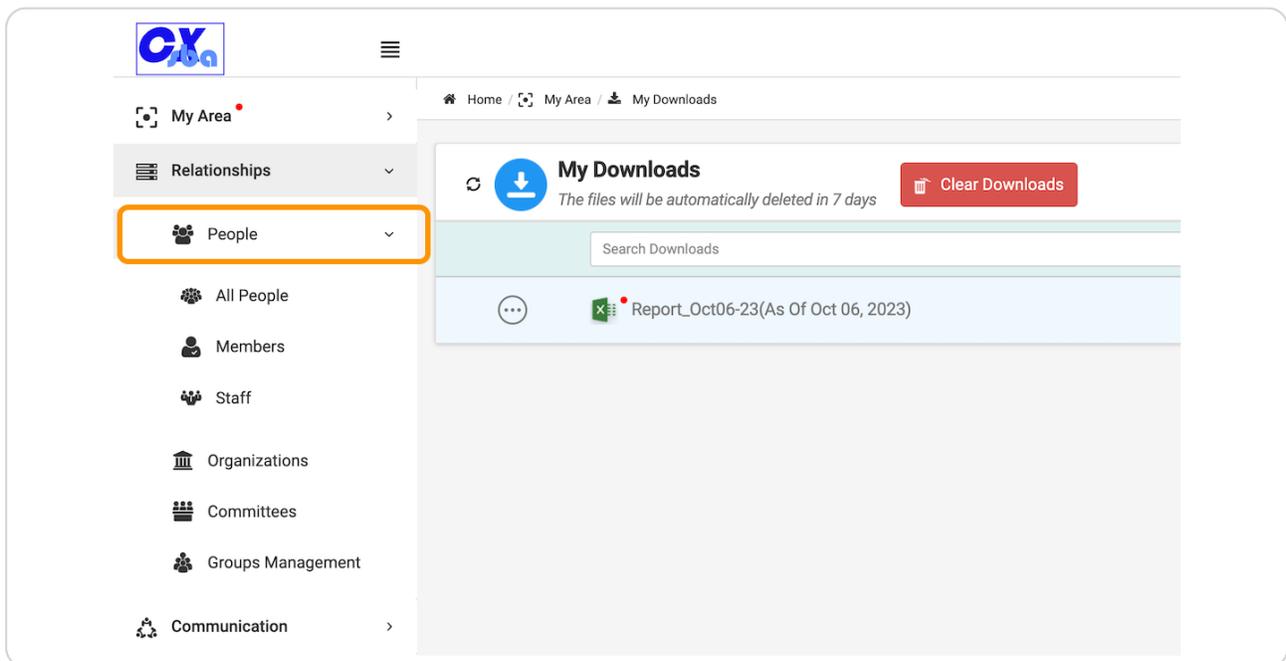
## STEP 1

### Click on Relationships



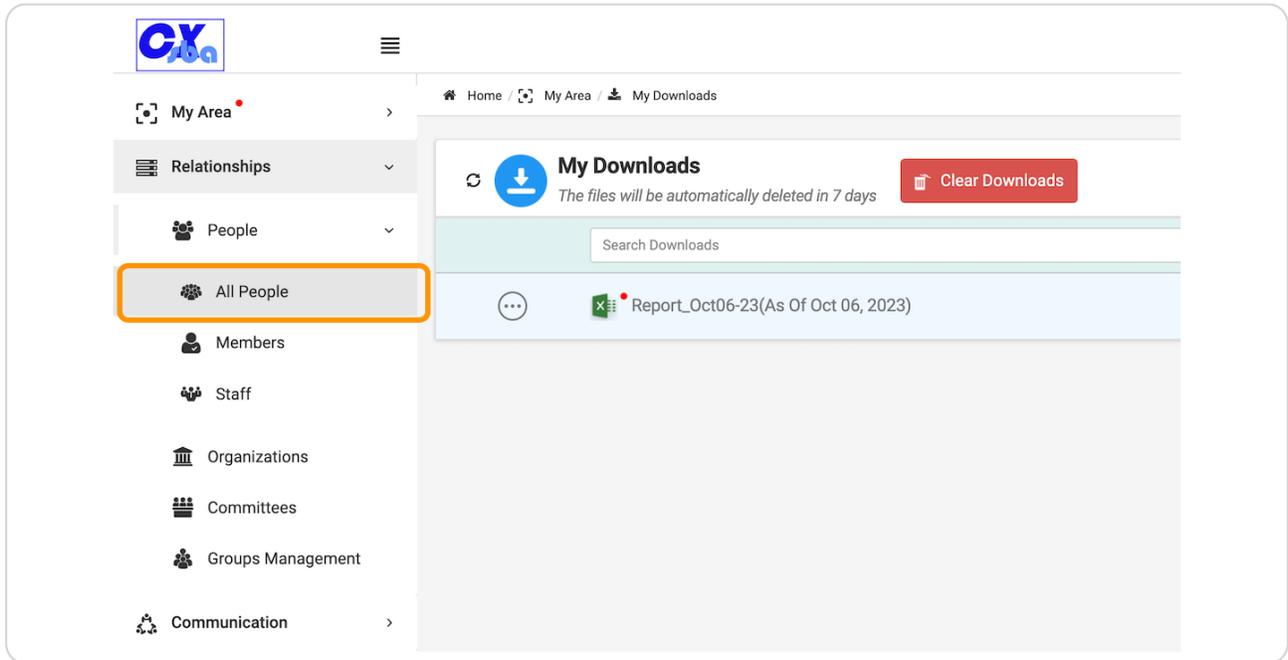
## STEP 2

### Click on People



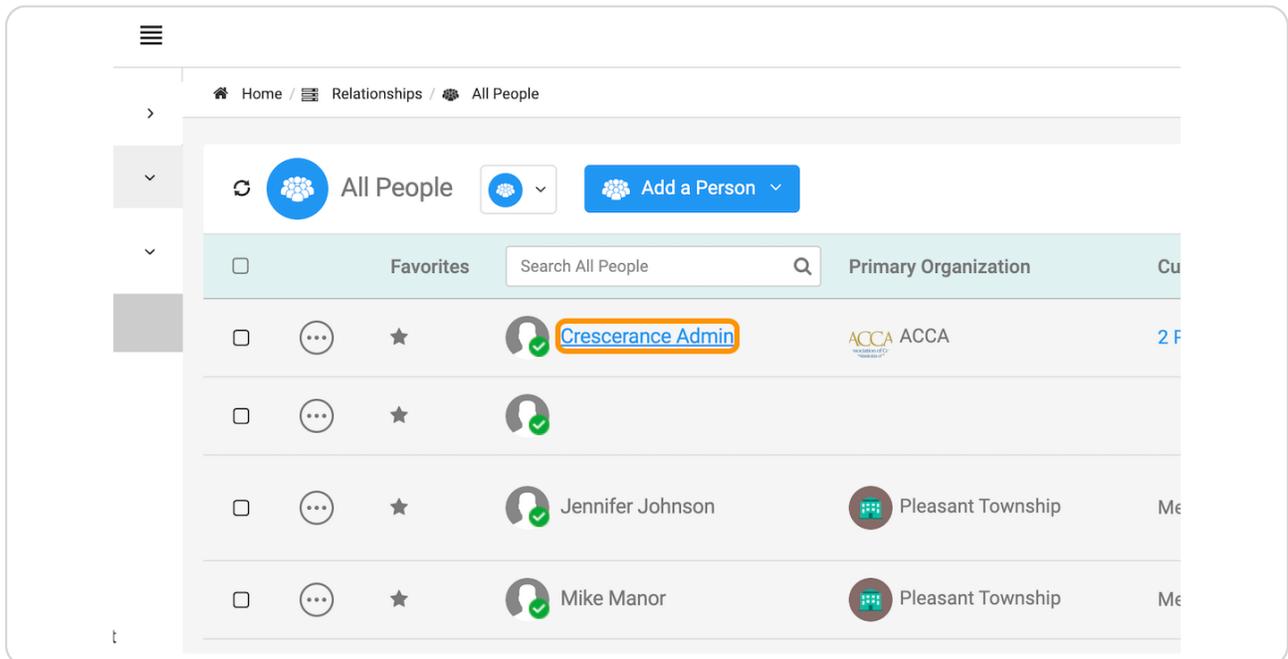
### STEP 3

## Click on All People



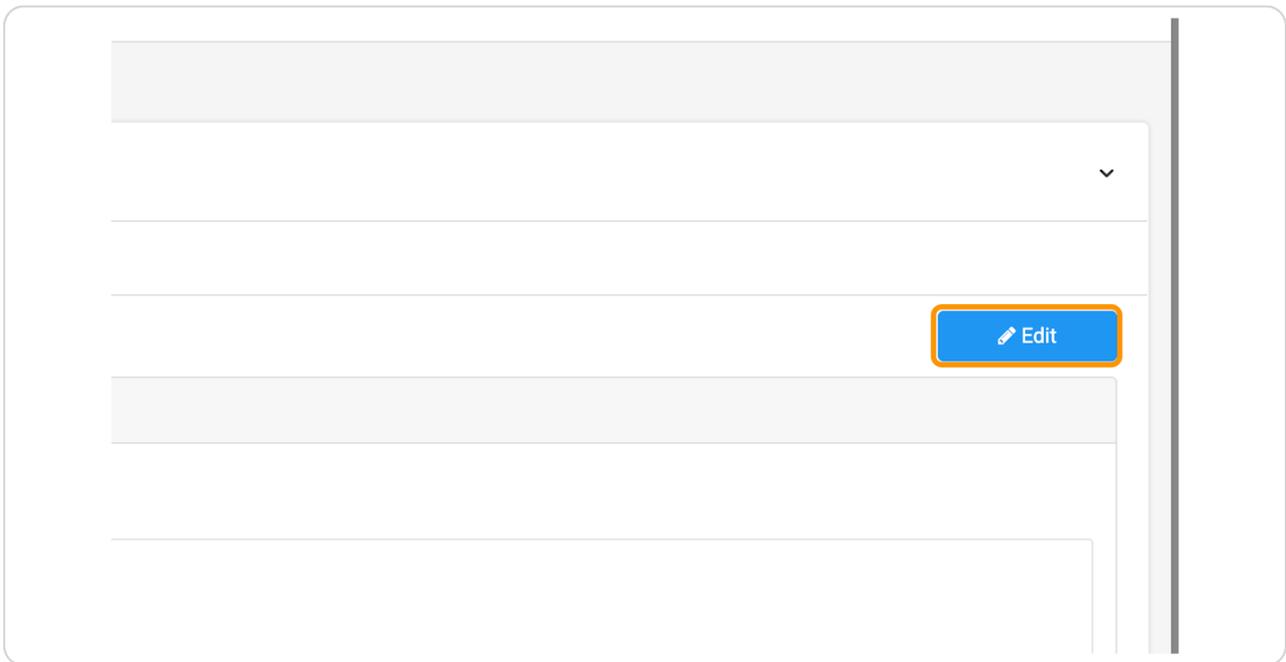
### STEP 4

## Click on the person you wish to manage within an organization



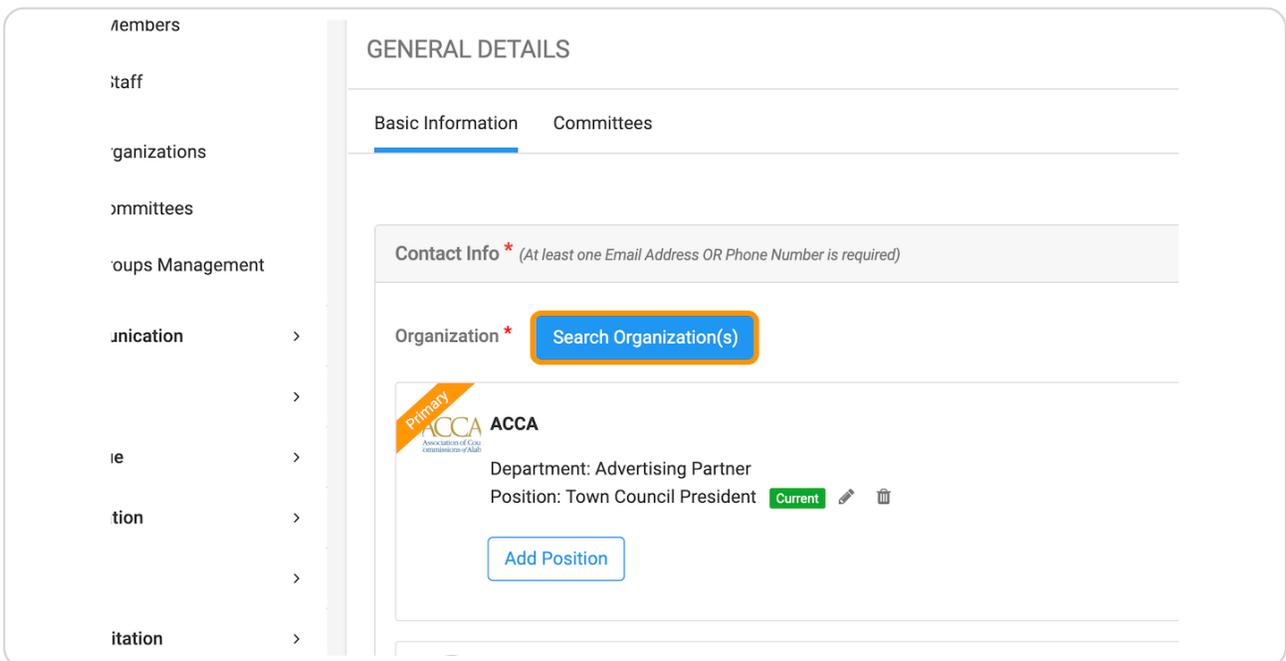
## STEP 5

### Click on Edit



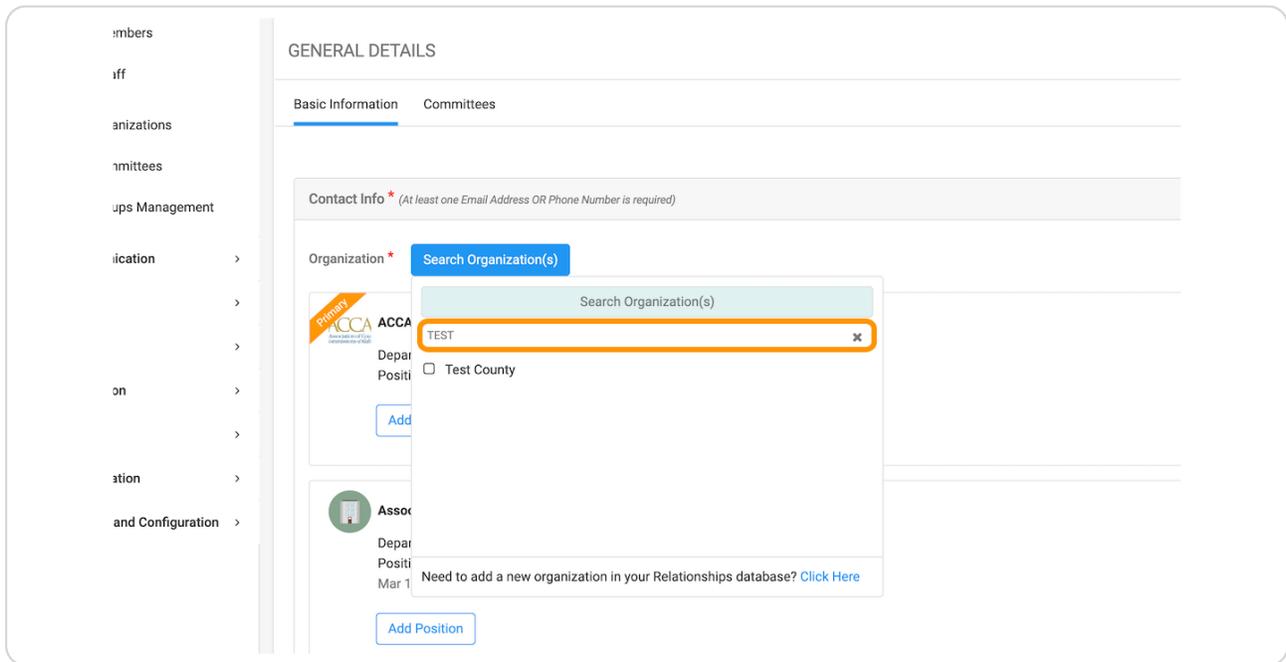
## STEP 6

### Click on Search Organization(s)



## STEP 7

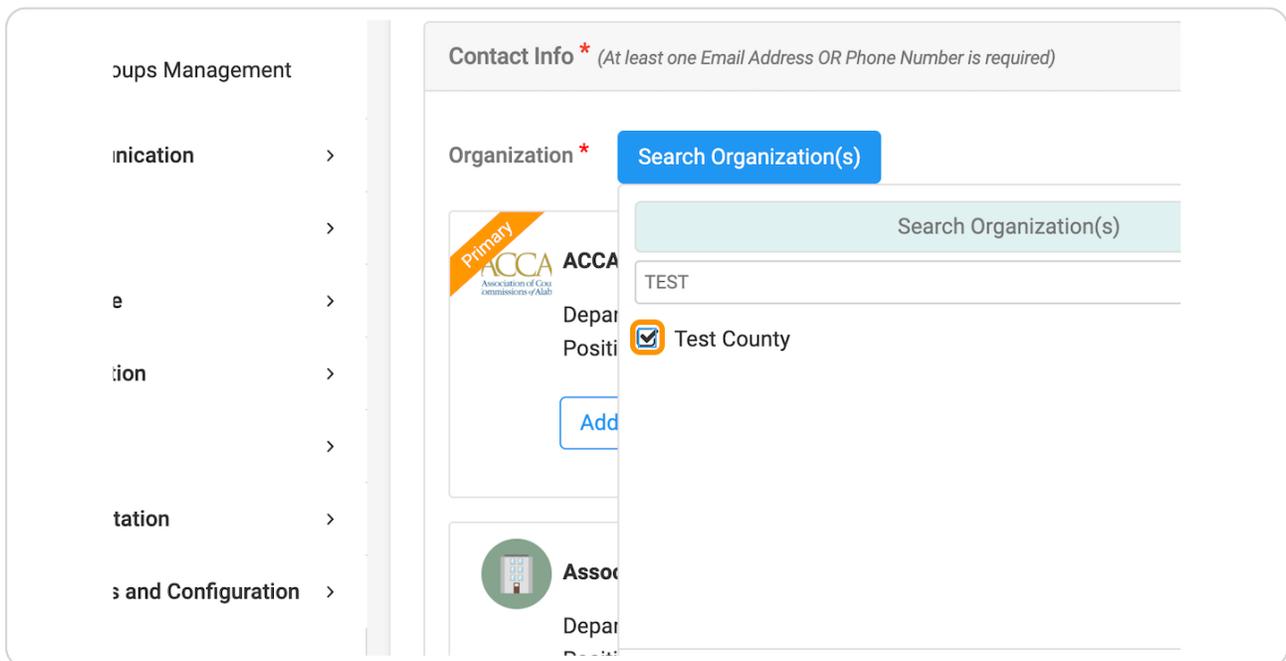
Type the organization's name you wish this person to be added



The screenshot shows a user interface for adding an organization. On the left is a navigation menu with items like 'Members', 'Staff', 'Organizations', 'Committees', 'Groups Management', 'Registration', 'Reporting', 'Administration', and 'System and Configuration'. The main content area is titled 'GENERAL DETAILS' and has tabs for 'Basic Information' and 'Committees'. Under 'Basic Information', there is a 'Contact Info' section with a note: '(At least one Email Address OR Phone Number is required)'. Below that is an 'Organization' field with a 'Search Organization(s)' button. A dropdown menu is open, showing a search input with 'TEST' and a list of results. The first result is 'Test County' with an unchecked checkbox. Below the dropdown is an 'Add' button. Further down, there is an 'Association' section with a 'Search Organization(s)' button, a search input with 'TEST', a list of results including 'Test County' with a checked checkbox, and an 'Add' button. At the bottom, there is a link: 'Need to add a new organization in your Relationships database? [Click Here](#)' and an 'Add Position' button.

## STEP 8

Check the designated organization



This screenshot is similar to the one in Step 7, but the checkbox next to 'Test County' in the dropdown menu is now checked. The rest of the interface, including the navigation menu, 'GENERAL DETAILS' header, 'Contact Info' section, and 'Association' section, remains the same.

**STEP 9**

**Click on Save**

