

Member administration

As a Chair in a group, you are also co-responsible to maintain the memberlist in the chat.

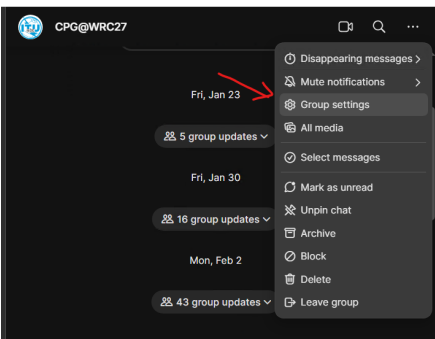
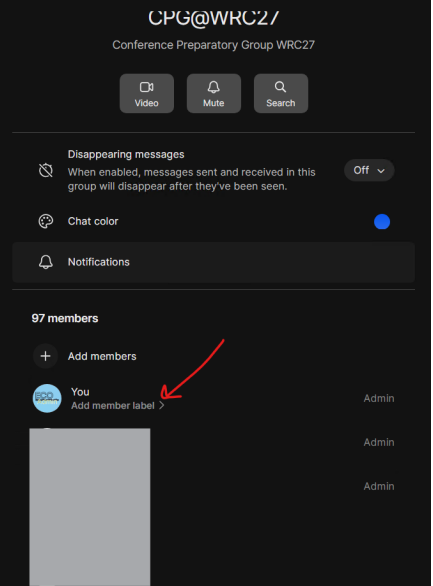
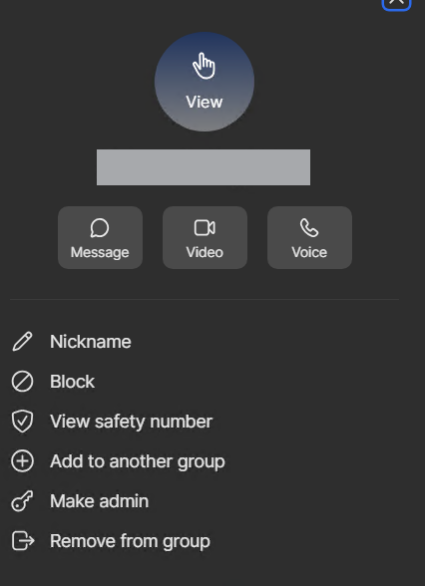
This includes:

- Inviting users
- Removing users
- Approve/Reject user access

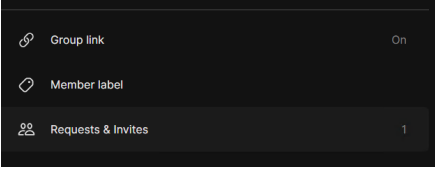
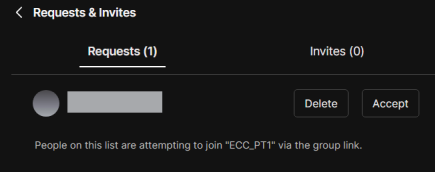
You are therefor appointed "admin" rights in the chat groups you are responsible for.

In the Signal App, you find the admin section by clicking the three dots upper right when in the group, go to group settings. (same on both desktop and mobile)

Managing /inviting members:

Find members in Group Setting	Click on any member to get options Click the "+ Add member" to invite a member	Options for the user
 A screenshot of the Signal app's group settings menu. The menu is open, showing various options like 'Disappearing messages', 'Mute notifications', 'Group settings', 'All media', 'Select messages', 'Mark as unread', 'Unpin chat', 'Archive', 'Block', 'Delete', and 'Leave group'. A red arrow points to the 'Group settings' option.	 A screenshot of the Signal app's group member list. The group name is 'CPG@WRC27' and it has 97 members. There is an 'Add members' button at the top. Below it, the first member is 'You' with the role 'Admin'. A red arrow points to the 'Add member label' link next to the 'You' member.	 A screenshot of the Signal app's user options menu. The menu is open, showing options like 'View', 'Message', 'Video', 'Voice', 'Nickname', 'Block', 'View safety number', 'Add to another group', 'Make admin', and 'Remove from group'. A red arrow points to the 'View' option at the top.
		<p>Do NOT promote to admin without consulting ECO expert.</p>

Approving / Denying Requests

Find "Requests and Invites" :	Accept or delete request/invite	
Go to "Group Settings"  A dark-themed screenshot of a settings menu. It lists three items: 'Group link' with a toggle switch set to 'On', 'Member label', and 'Requests & Invites' with a count of '1'.	 A dark-themed screenshot of the 'Requests & Invites' interface. It shows a header with a back arrow and the title 'Requests & Invites'. Below are two tabs: 'Requests (1)' and 'Invites (0)'. Under the 'Requests' tab, there is a list item with a grey circle and a grey bar, followed by 'Delete' and 'Accept' buttons. At the bottom, a note reads: 'People on this list are attempting to join "ECC_PT1" via the group link.'	

Revision #2

Created 2026-04-24 10:11:07 UTC by ECO TECH

Updated 2026-04-24 10:31:53 UTC by ECO TECH