

**Editing an unallocated committee role**

An ENgage assigned secretary, chairperson or treasurer can allocate all committee roles in ENgage by following these instructions:

1. Log in to Engage
2. In the ‘My Organisations’ box, select the thumbnail of the organisation
3. Select ‘Organisational Profile’
4. Click ‘Committee Roles’ from the menu on the left-hand side
5. Select the circle to the left of the role name
6. Click ‘Edit’
7. Enter the forename and surname of the relevant person
8. Select the
9. Select the person
10. Click Save

Note: In order for an individual to be allocated a committee role, they must exist in the organisations directory.