



Editing an existing committee role

An ENGage assigned secretary, chairperson, treasurer or vice chairperson can update all committee roles in ENGage by following these instructions:

1. Log in to Engage
2. In the 'My Organisations' box, select the thumbnail next to your organisation's name
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 name currently assigned to the role
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.