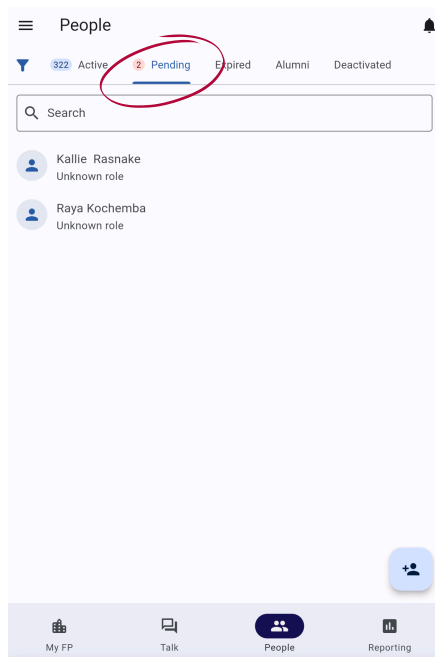




FIRST PRIORITY APP VERIFYING USERS

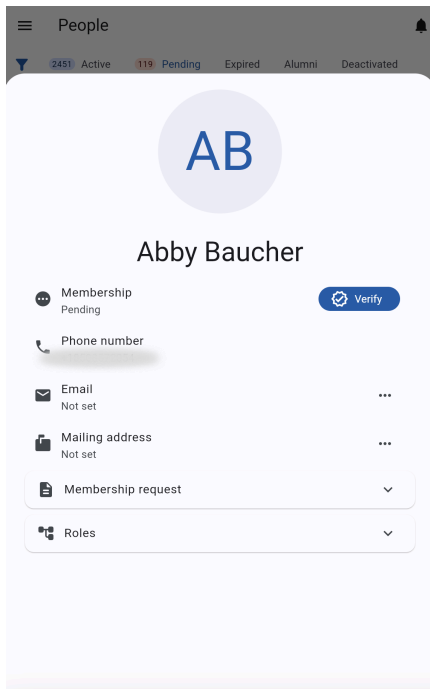
There are four general roles identified in the First Priority Club app that an individual can be classified as.

- **FP Staff** - This role is assigned to individuals who are employees of the organization and have many capabilities to add people, add recurring meetings, verify other members, and much more.
- **Coach** - This role is only assigned to Campus Coaches. They have the ability to edit club meeting details, add individual meetings, chat with their club members, and send announcements.
- **Faculty Sponsor** - This role is only assigned to faculty or staff members of the school in which this club takes place. They have many of the same capabilities as a Campus Coach.
- **Student** - Student have the ability to view club meetings, chat, and view resources.
 - Students can also be assigned as a **Student Leader**. These students have the added ability to add resources and change leader roles in a meeting.



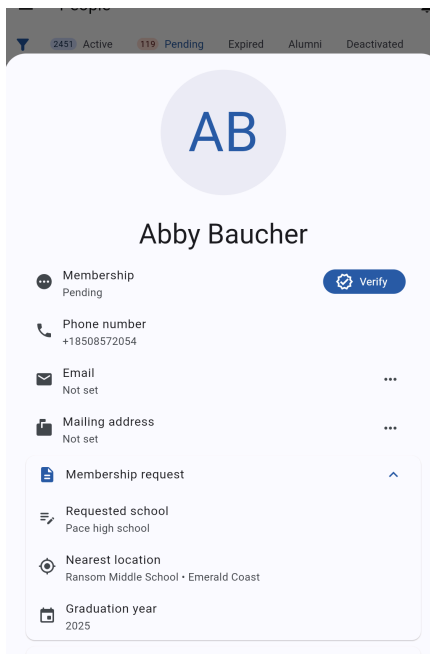
After clicking on the “People” menu icon, click on the “Pending” tab at the top of your screen

From this screen, you can see an indicator number next to the Pending tab showing how many users are currently pending approval. Below that you can see names listed of people who are waiting approval.



Click on any name to open their profile

Here you can see their current membership status, phone number, email address, and mailing address.



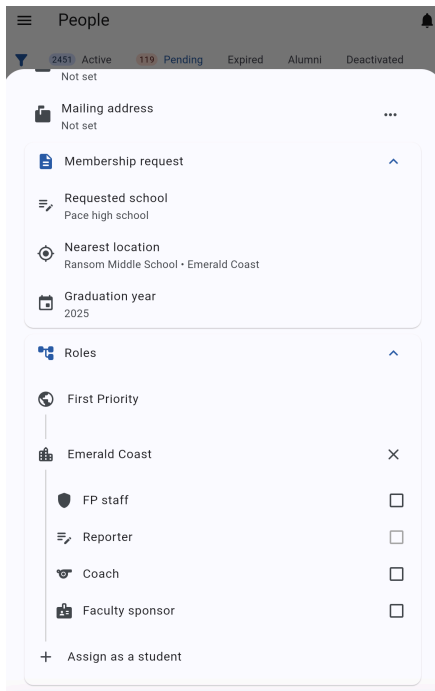
Click on the down arrow next to “Membership request”

This will bring up important information when verifying people.

“Requested School” is the school that the student typed in themselves. It is their official request to be part of that school.

“Nearest location” is an automated response based on the location of the student when they signed up for the app. This helps our system know they are real and their request is legitimate.

“Graduation year” helps you know their current grade level.



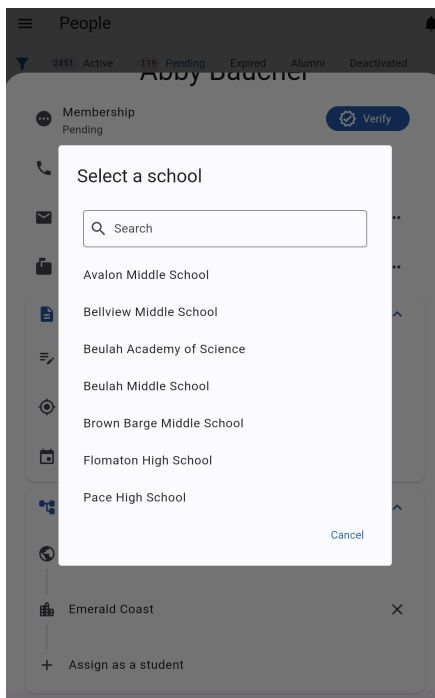
Add their role

After you have determined that this is a real student and you know what school they should join, click on the down arrow next to “Roles”.

This will bring up a new menu so you can place them in their official position in the organization. Refer to the list above to get clarity on each position.

To add a Staff, Coach, or Faculty Sponsor, click the box next to the appropriate position. Then move to the next step.

To add a student, click the bottom option labeled, “Assign as a student.”



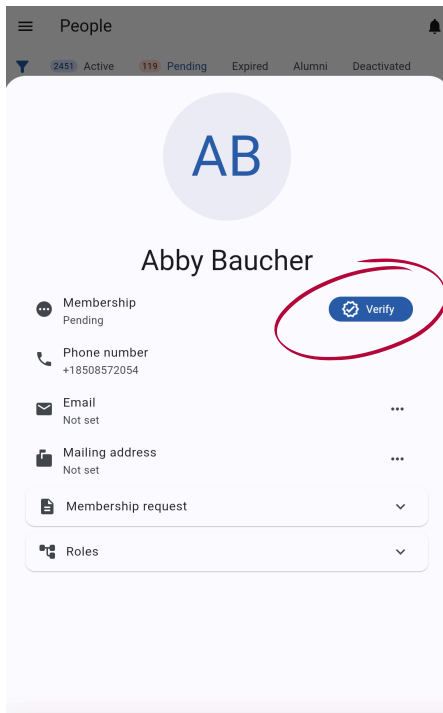
Assign to appropriate school

Each person must be added to a school in order to use the app.

If you check the Coach or Faculty Sponsor in the previous step, you must then click “Assign to a school” at the bottom of the screen.

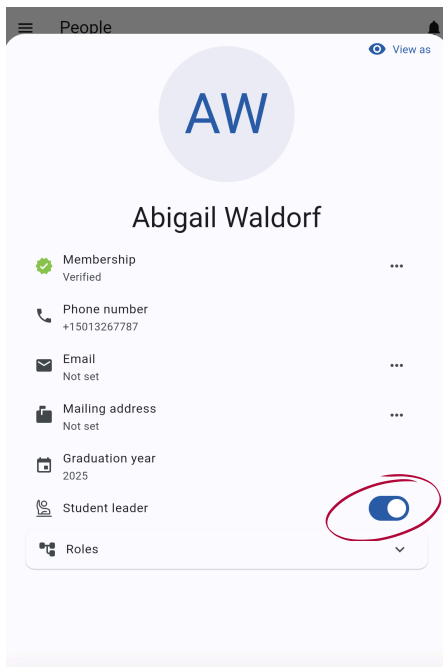
If you did not check anything and you want to assign someone as a student, then you will need to click “Assign as a student”

Both of these options will open a list of schools to choose from. Click on the school they requested earlier and click submit.



Click “Verify”

After you’ve attached them to a school, you can now click “Verify” at the top of their profile to make all of the changes official.



Add as a Student Leader

If your student is an official Student Leader for their club, you can also check the “Student leader” switch after verifying their status. This will give them special permissions in the app that you can read about in the information at the top of this page.