

How to remove administrators from groups or campaigns

Rallybound allows organizations to manage administrators and their security roles across an organization, groups, and campaigns. There are various locations in the admin that one may remove an administrator from a group or campaign.

Administrators Interface

To remove an administrator from a group or campaign through the Administrators interface, *(only applicable to administrators with full permissions to the Entire Org)* please follow these steps:

1. Log into the Admin at admin.rallybound.com
2. Navigate to the Organization tab in the header, which directs to the Administrators sub-tab
3. In the Administrators interface, select the desired administrator
4. In the ensuing lightbox, locate the desired group or campaign in the list
5. Click the red minus (-) button next to the desired group or campaign
6. Click "DELETE"

Campaigns List Interface

To remove an administrator from a group or campaign in the campaigns list interface, please follow these steps:

1. Log into the Admin at admin.rallybound.com
2. Navigate to the desired group or campaign
3. Click the administrator icon in the gray sub-header
4. In the ensuing lightbox, locate the desired administrator
5. Click the red minus (-) button next to the desired administrator
6. Click "DELETE"

Other

For instructions on adding new administrators, please [click here](#).

For instructions on editing the role of an existing administrator, please [click here](#).

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Administrators

ADMINISTRATORS SECURITY ROLES

stephenh@autest.net

Entire Organization Full Permissions

Add to campaigns Enter group or campaign Security role Select role

SS
steve.stachwick

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Click me, thank you! > Lords of the Emblem

Lords of the Emblem Administrators

SC	Stephen Campaigner stephenh@autest.net	Full Permissions
b	baneofloslorien5384@gmail.com Status Pending	banana
a	alexbobkoski@gmail.com Status Pending	Full Permissions
nl	nojuan.leon nojuane@stachwick.com	banana
b	barry@rallybound.com Status Pending	apples