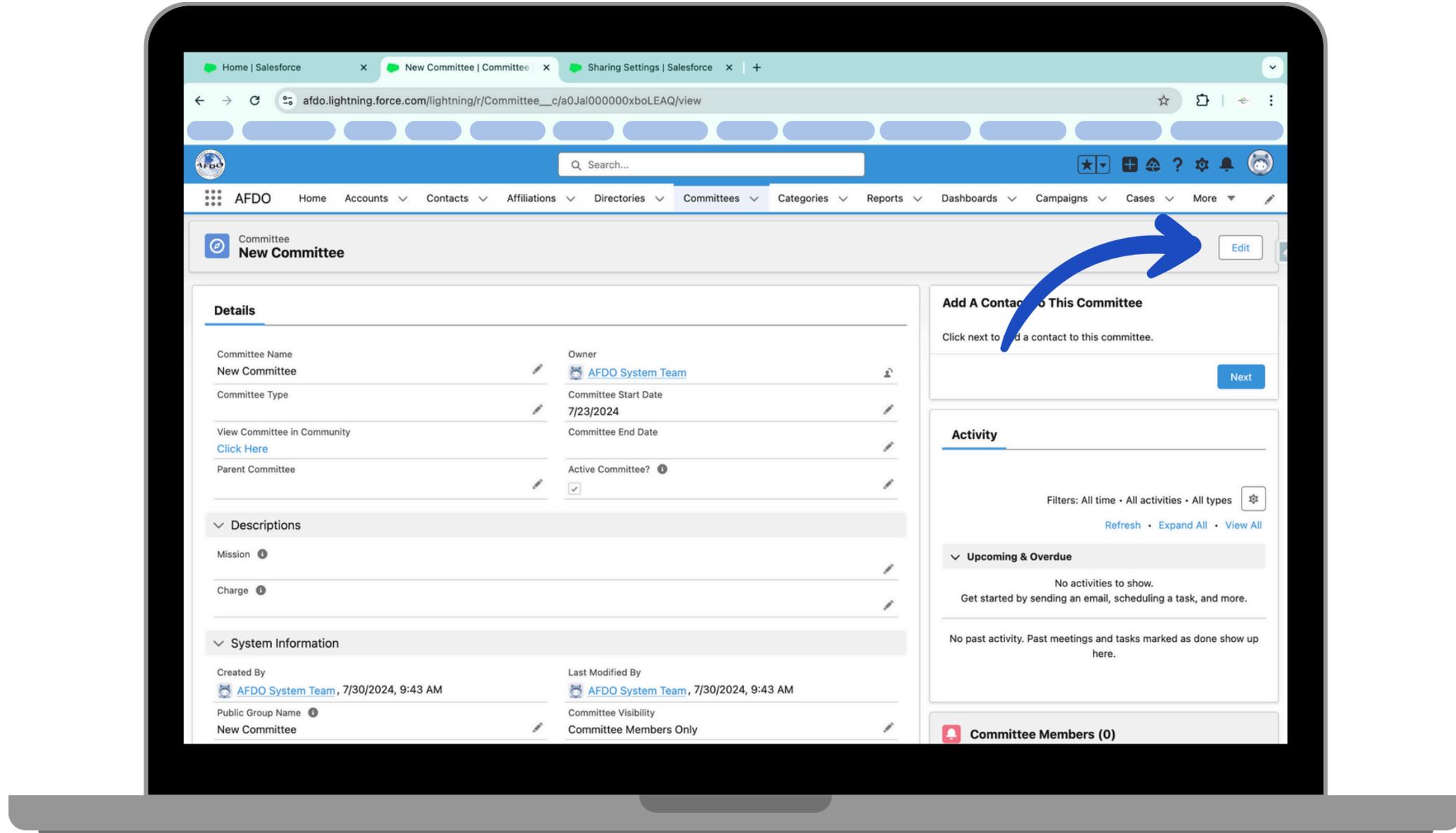


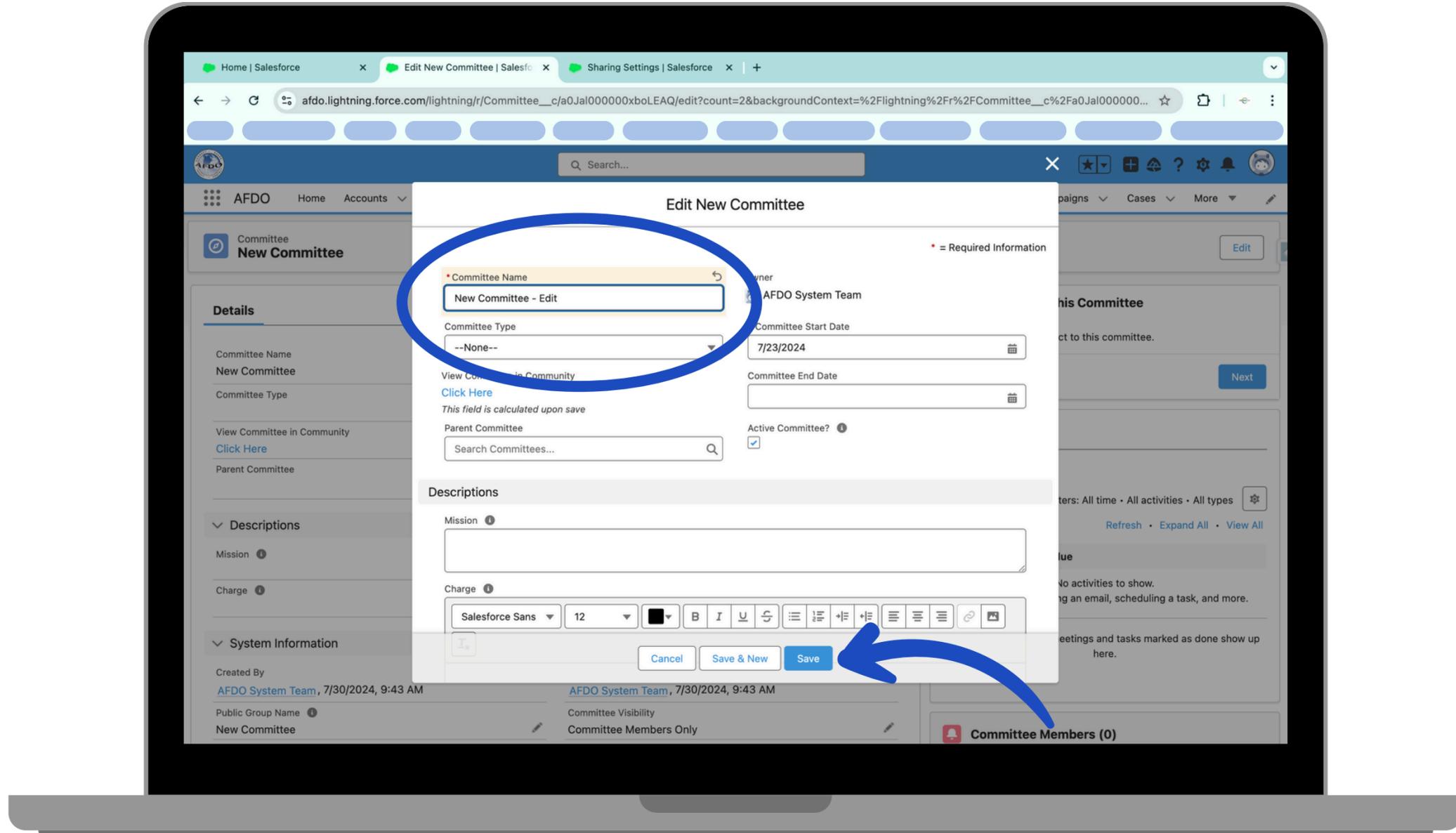


EDITING A COMMITTEE NAME

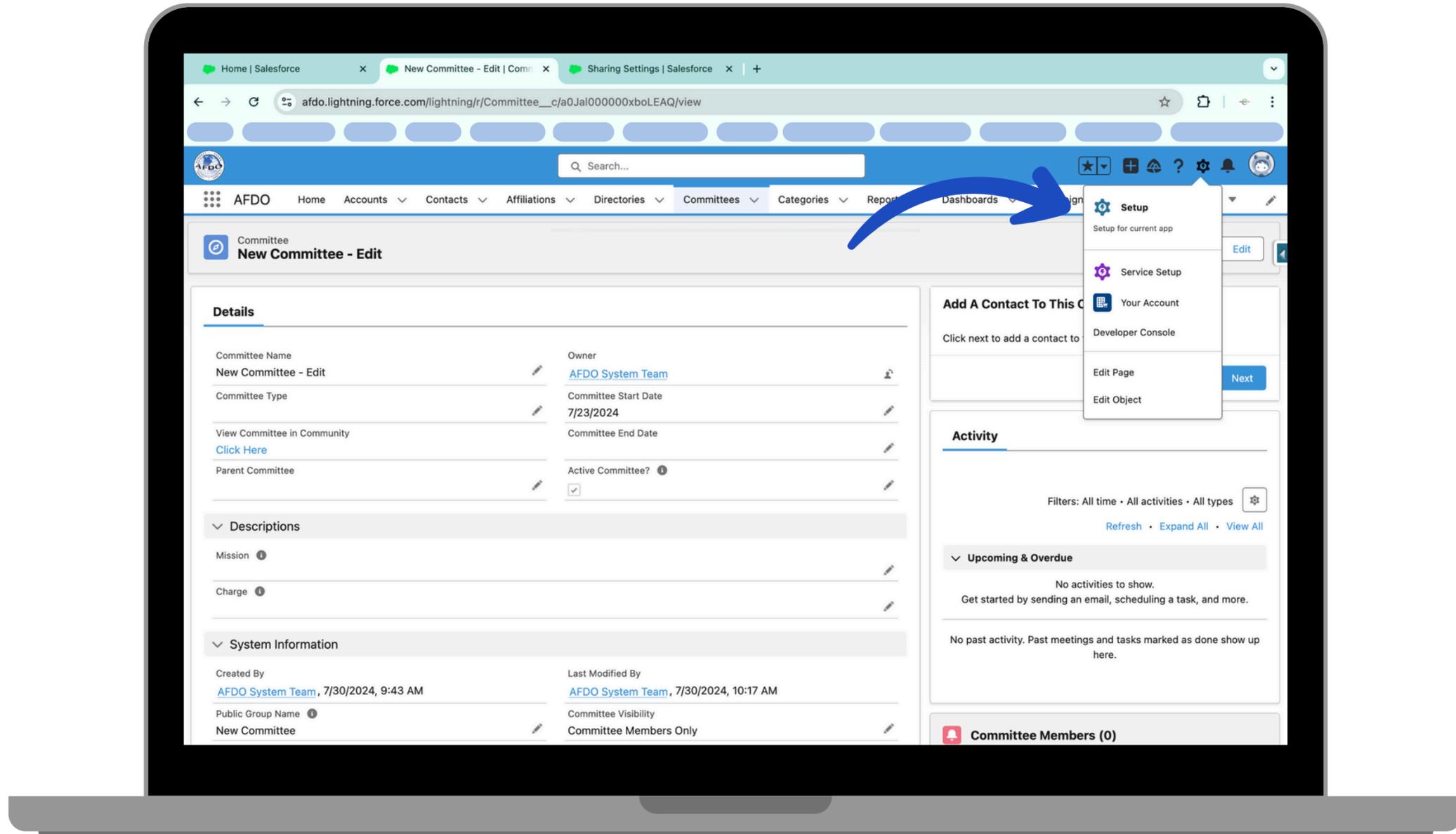
STEP 1: GO TO
THE
COMMITTEE
YOU WOULD
LIKE TO
CHANGE THE
NAME OF AND
HIT EDIT



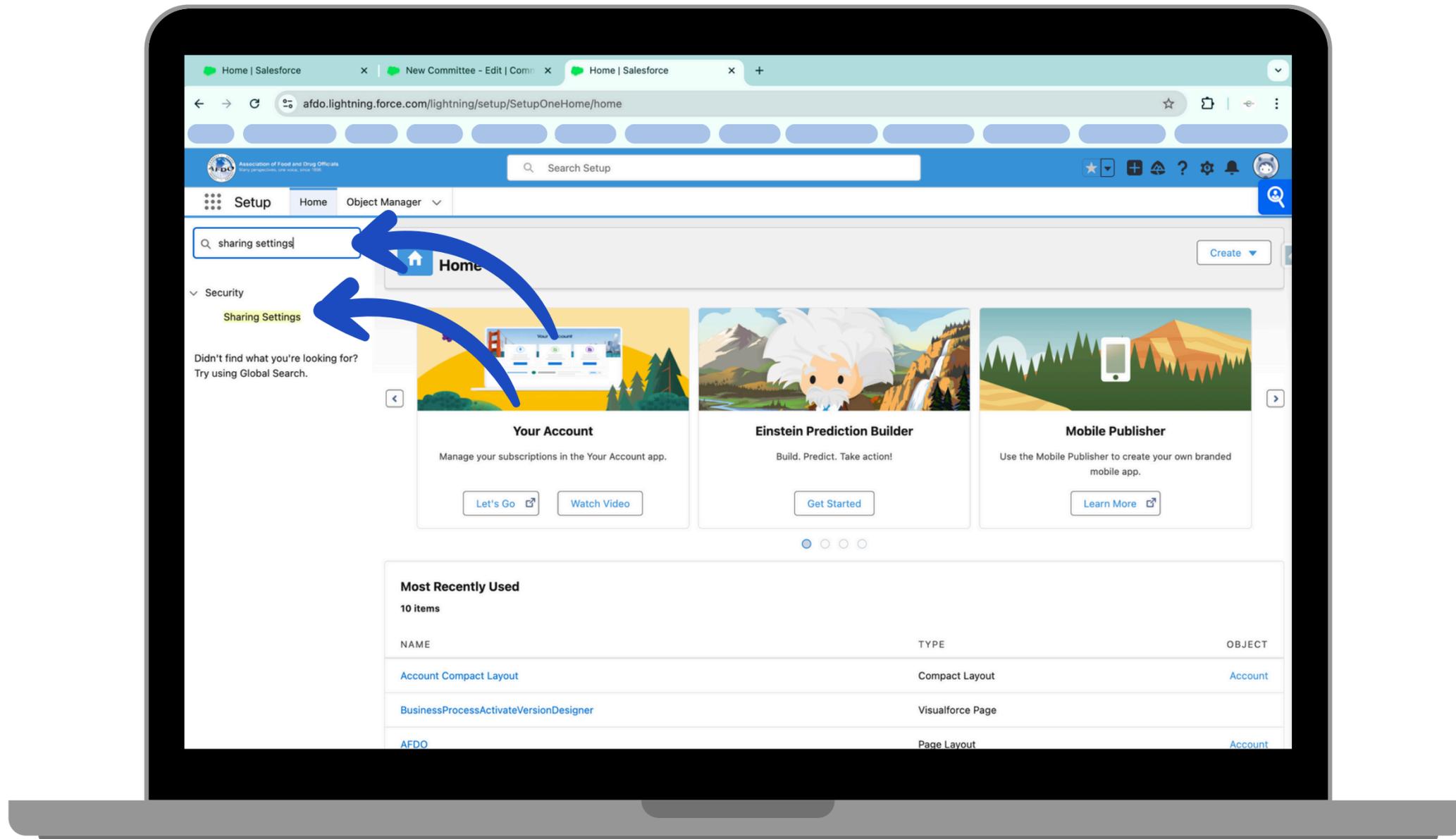
STEP 2: CHANGE THE NAME OF THE COMMITTEE IN THE "COMMITTEE NAME" FIELD (AND ADD ANY OTHER NECESSARY CHANGES) AND HIT SAVE



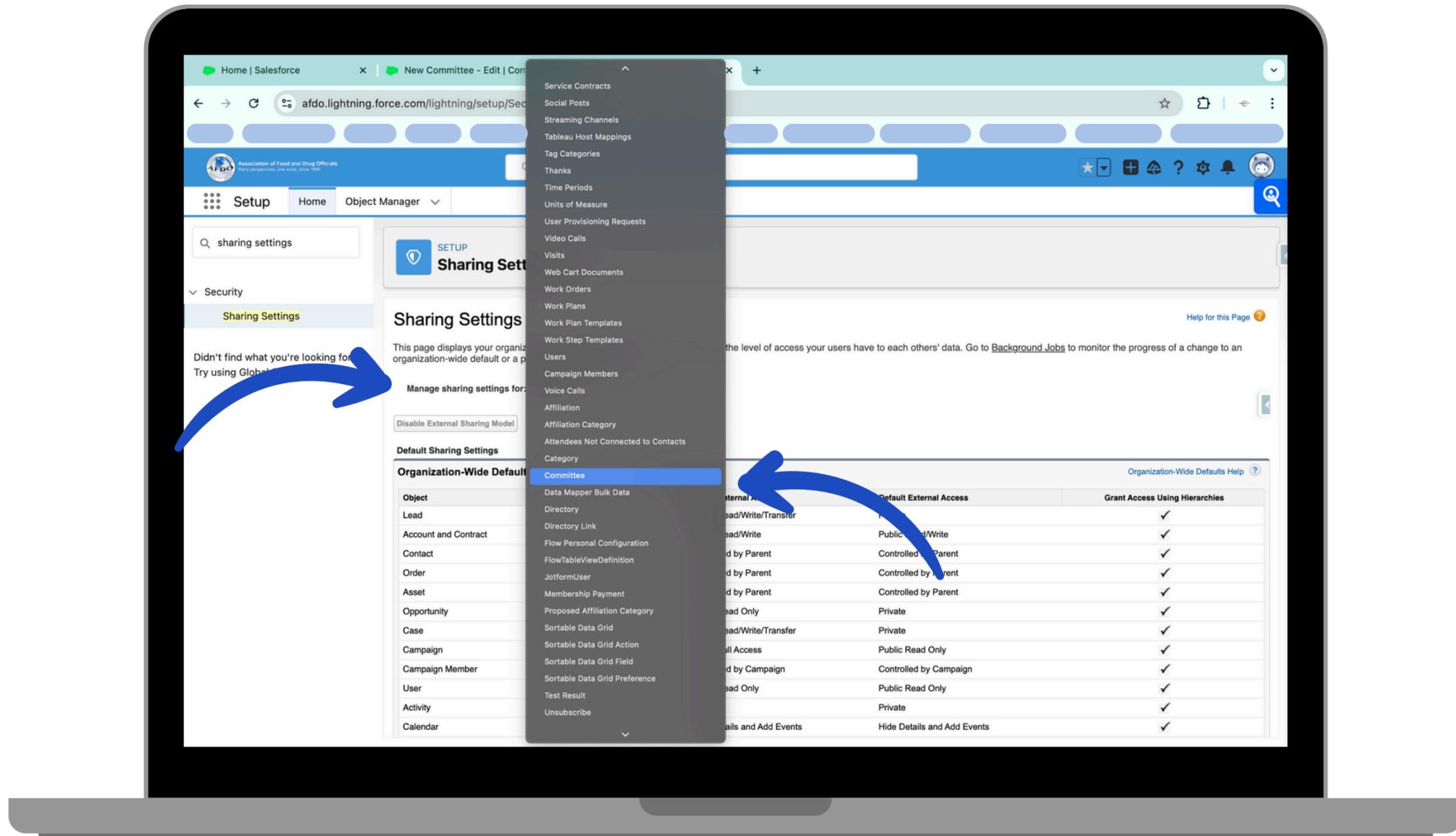
STEP 3: HIT THE
GEAR ICON IN
THE TOP RIGHT
CORNER AND
SELECT SETUP
FROM THE
DROPDOWN
MENU



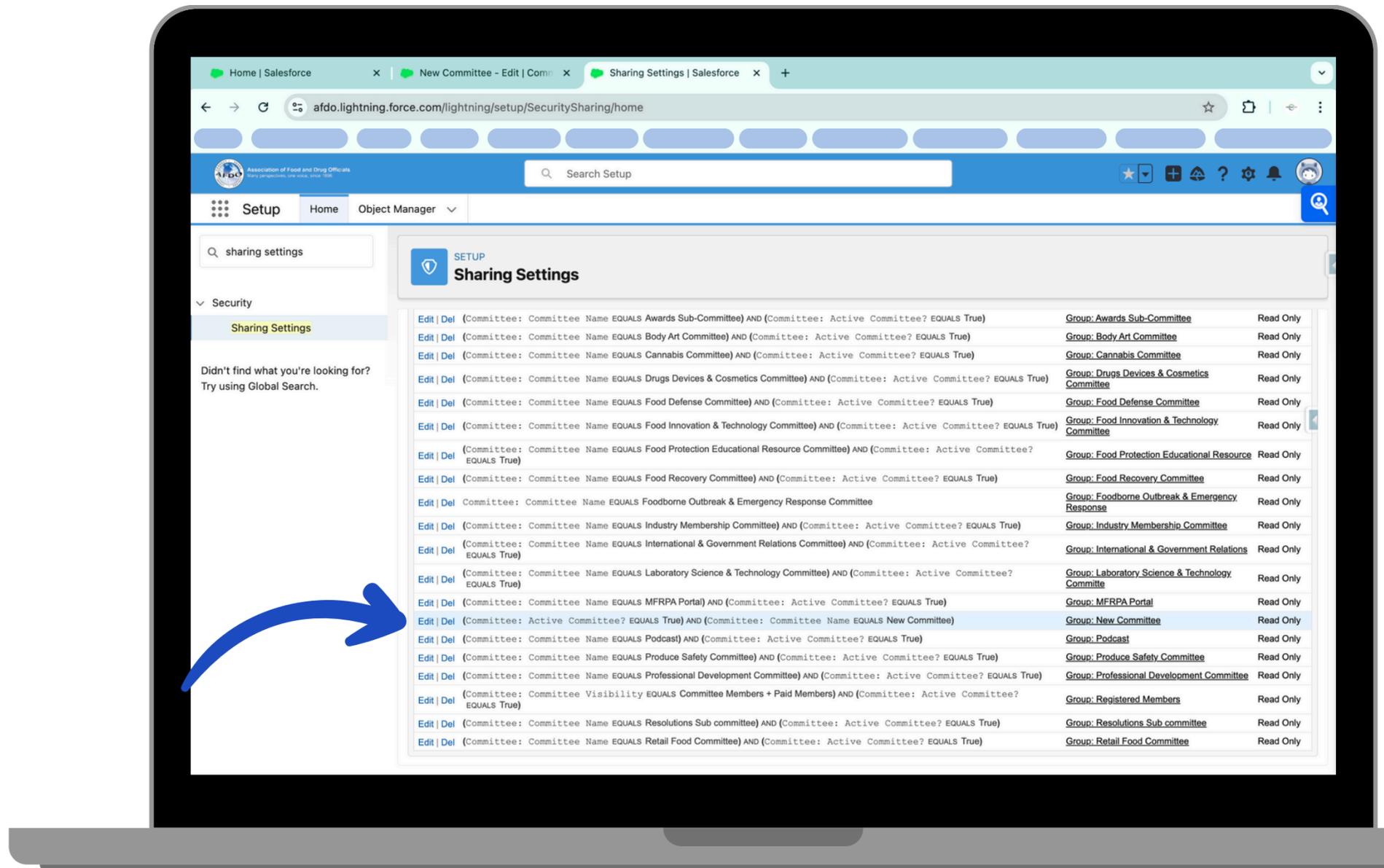
STEP 4: TYPE SHARING SETTINGS INTO THE QUICK FIND BOX AND SELECT SHARING SETTINGS FROM THE MENU



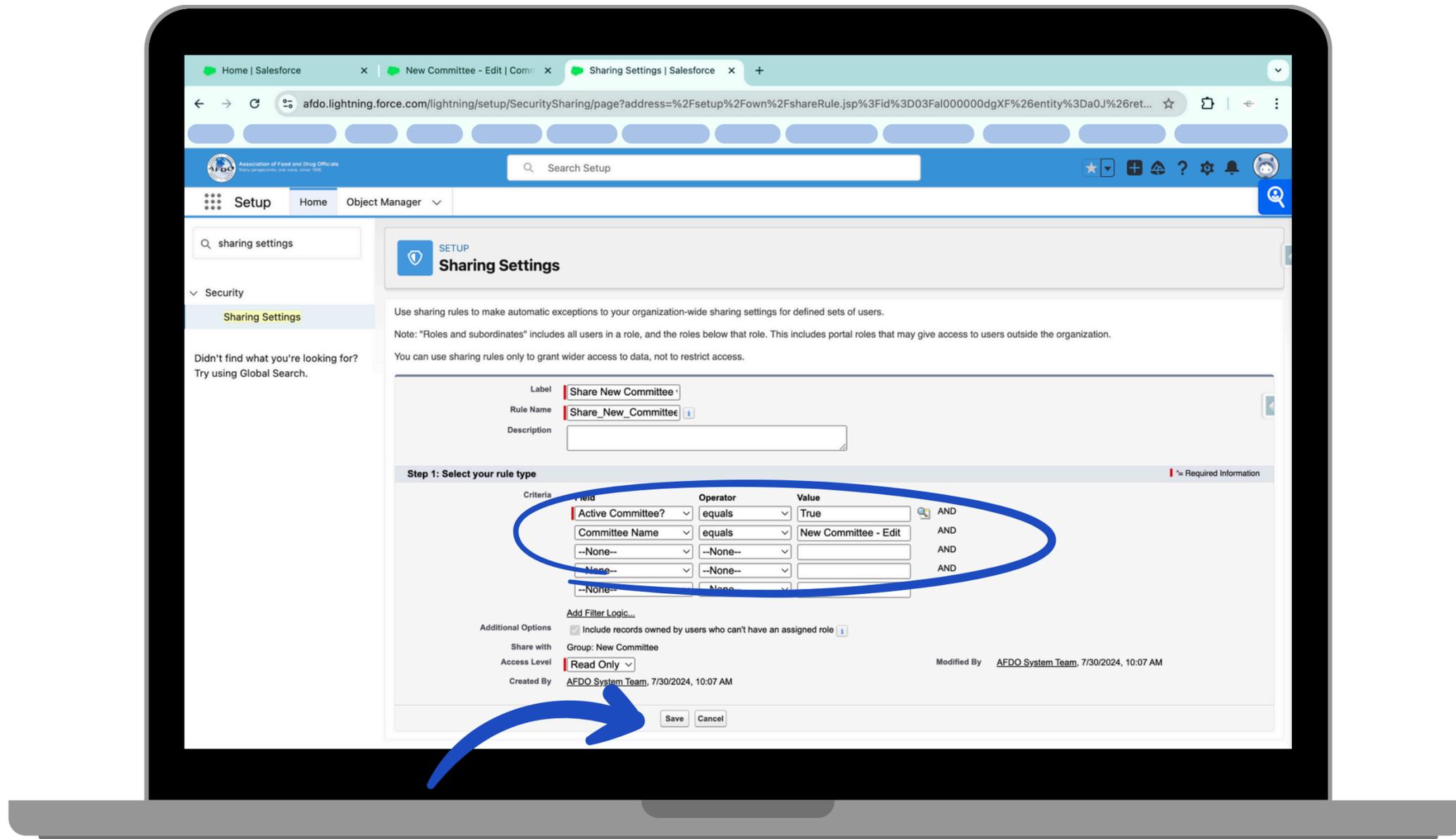
STEP 5: SELECT THE COMMITTEE OBJECT FROM THE "MANAGE SHARING SETTINGS FOR:" DROPDOWN



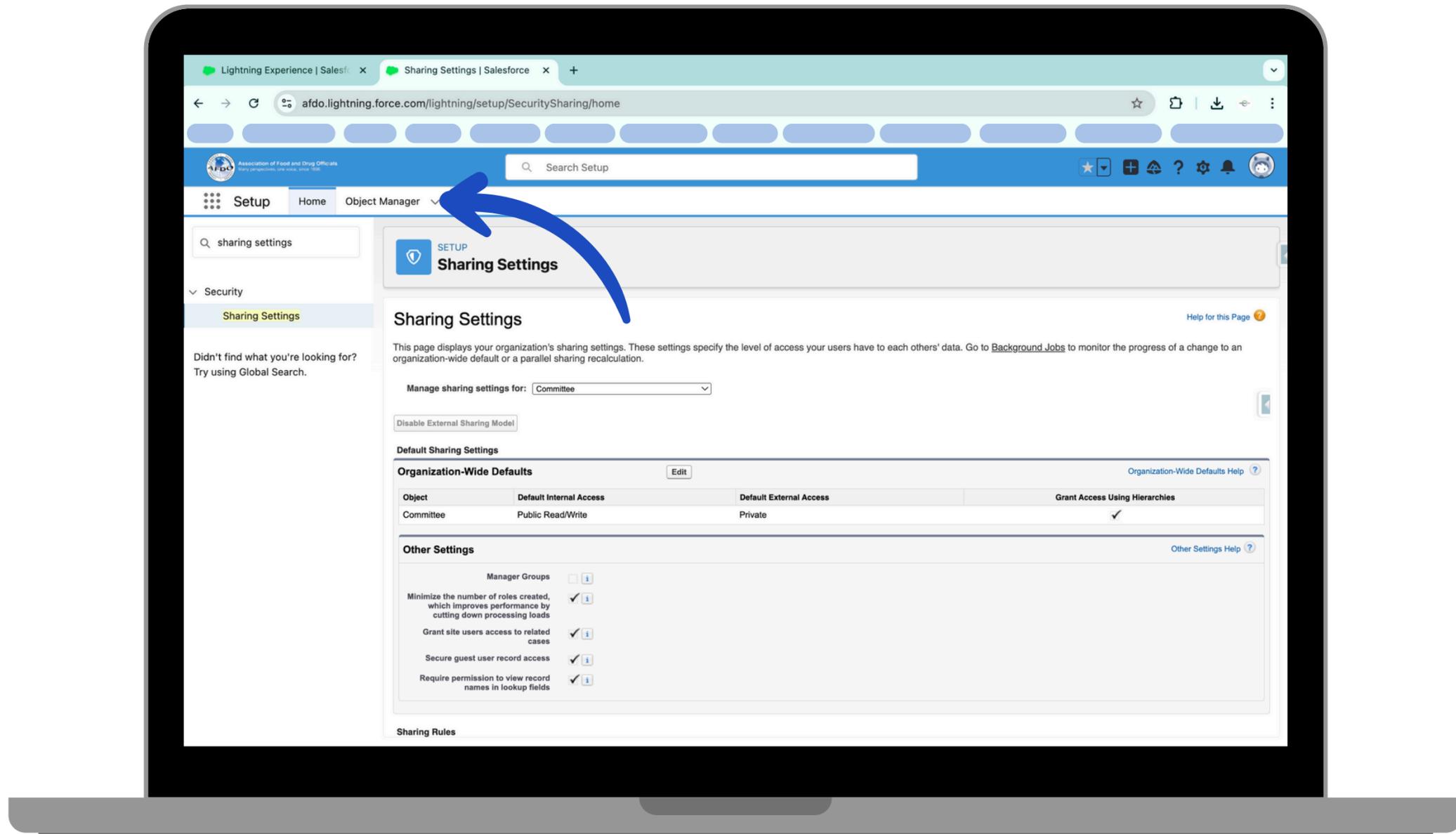
STEP 6: FIND THE COMMITTEE SHARING RULE THAT CORRELATES WITH THE COMMITTEE YOU HAVE UPDATED AND HIT EDIT



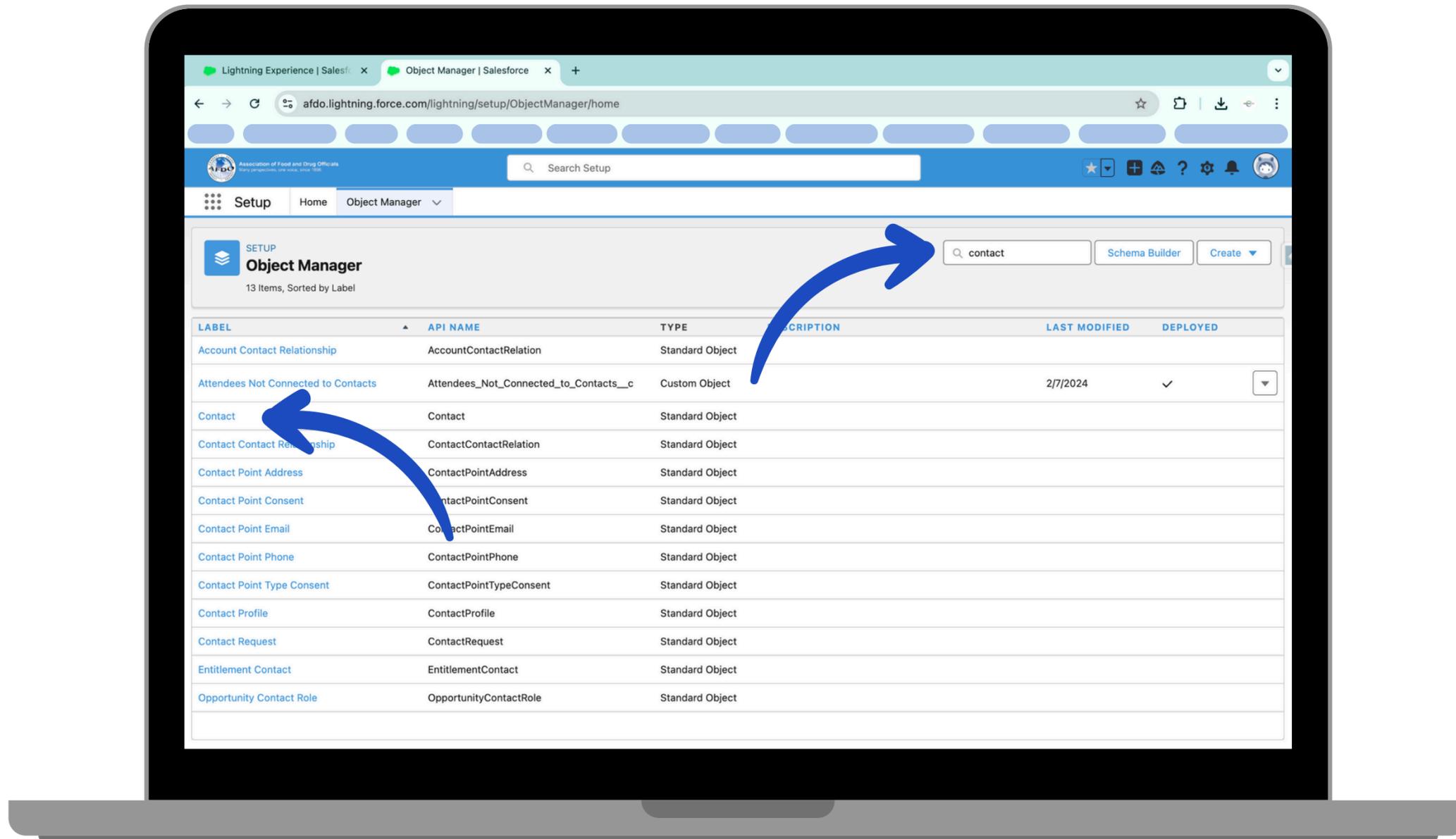
STEP 7: CHANGE COMMITTEE NAME TO THE UPDATED COMMITTEE NAME IN THE SECOND LINE OF THE CRITERIA FIELD AND HIT SAVE



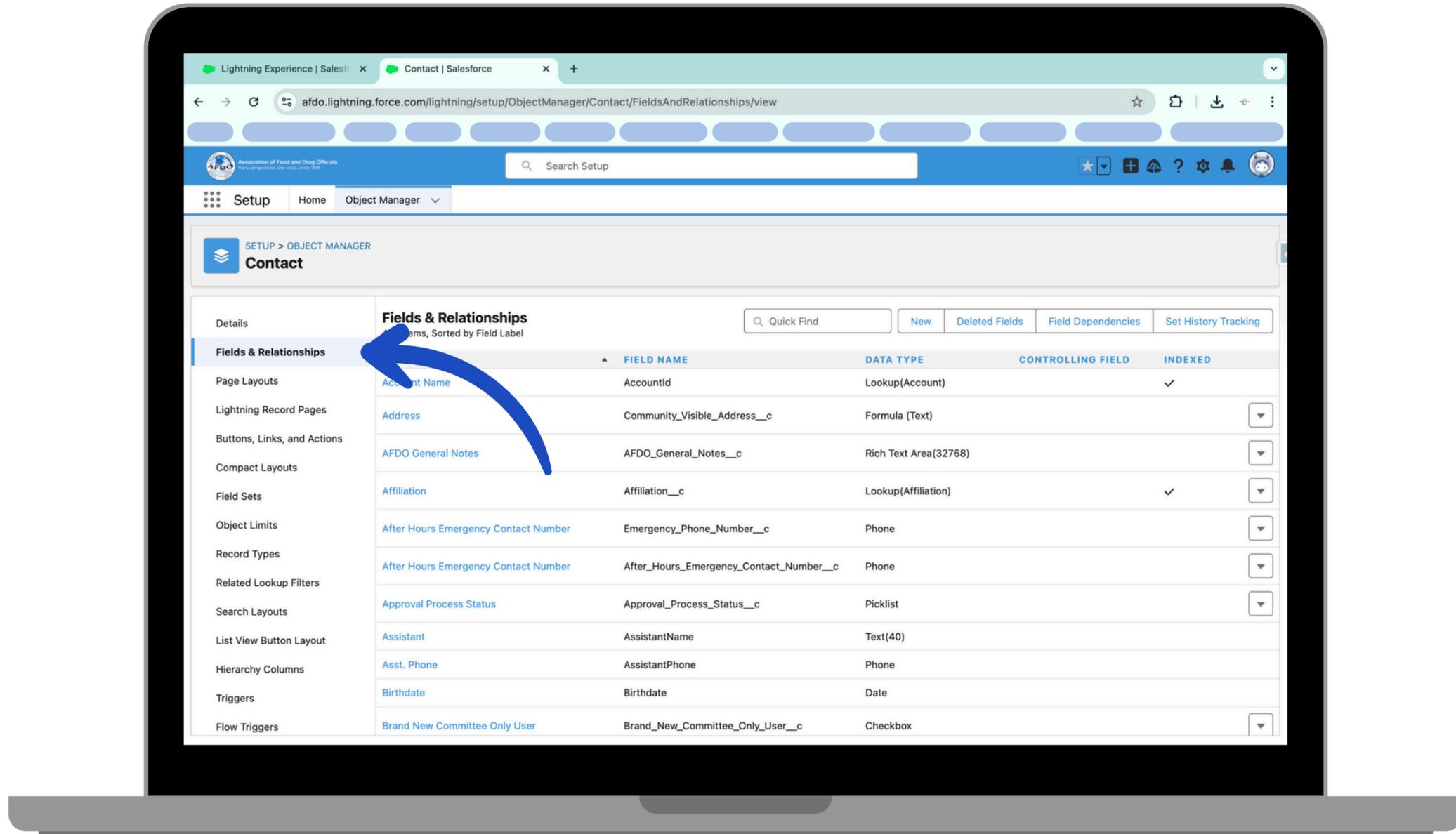
STEP 8: GO TO THE OBJECT MANAGER TAB IN THE SETUP NAVIGATION MENU



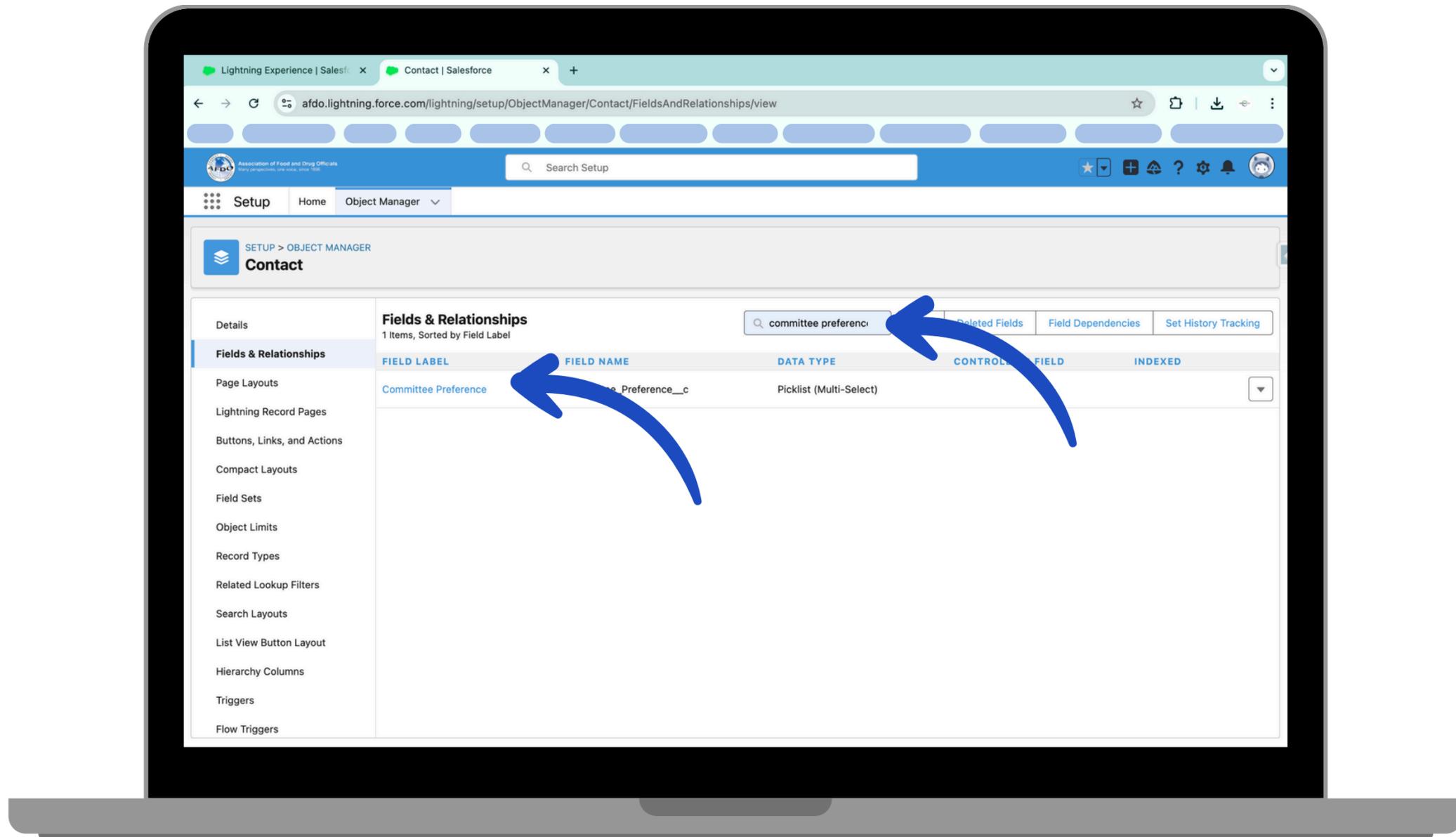
**STEP 9: TYPE
CONTACT INTO
THE OBJECT
MANAGER
QUICK FIND BOX
AND SELECT
CONTACT**



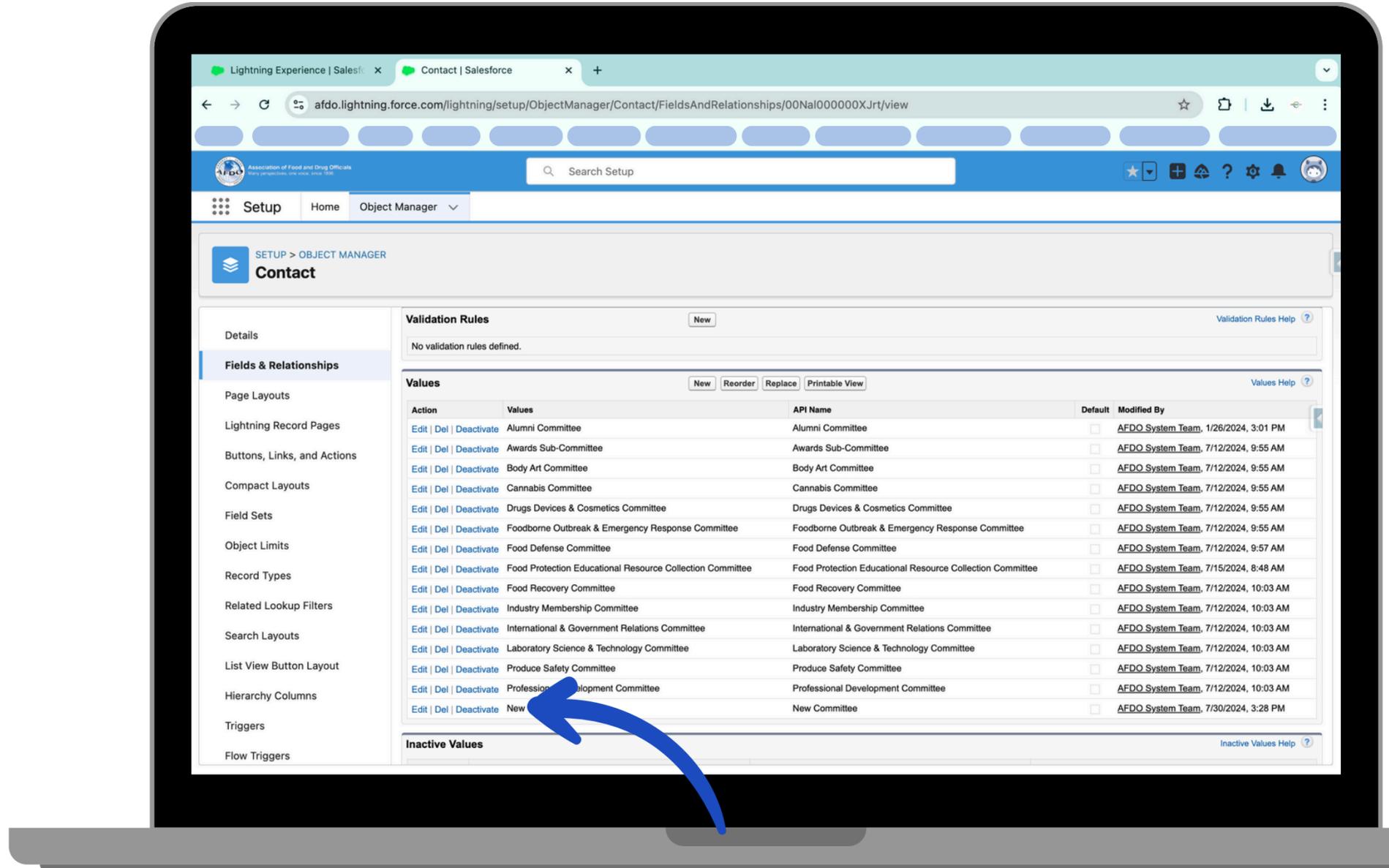
STEP 10: HIT THE FIELDS & RELATIONSHIPS TAB IN THE CONTACT MENU



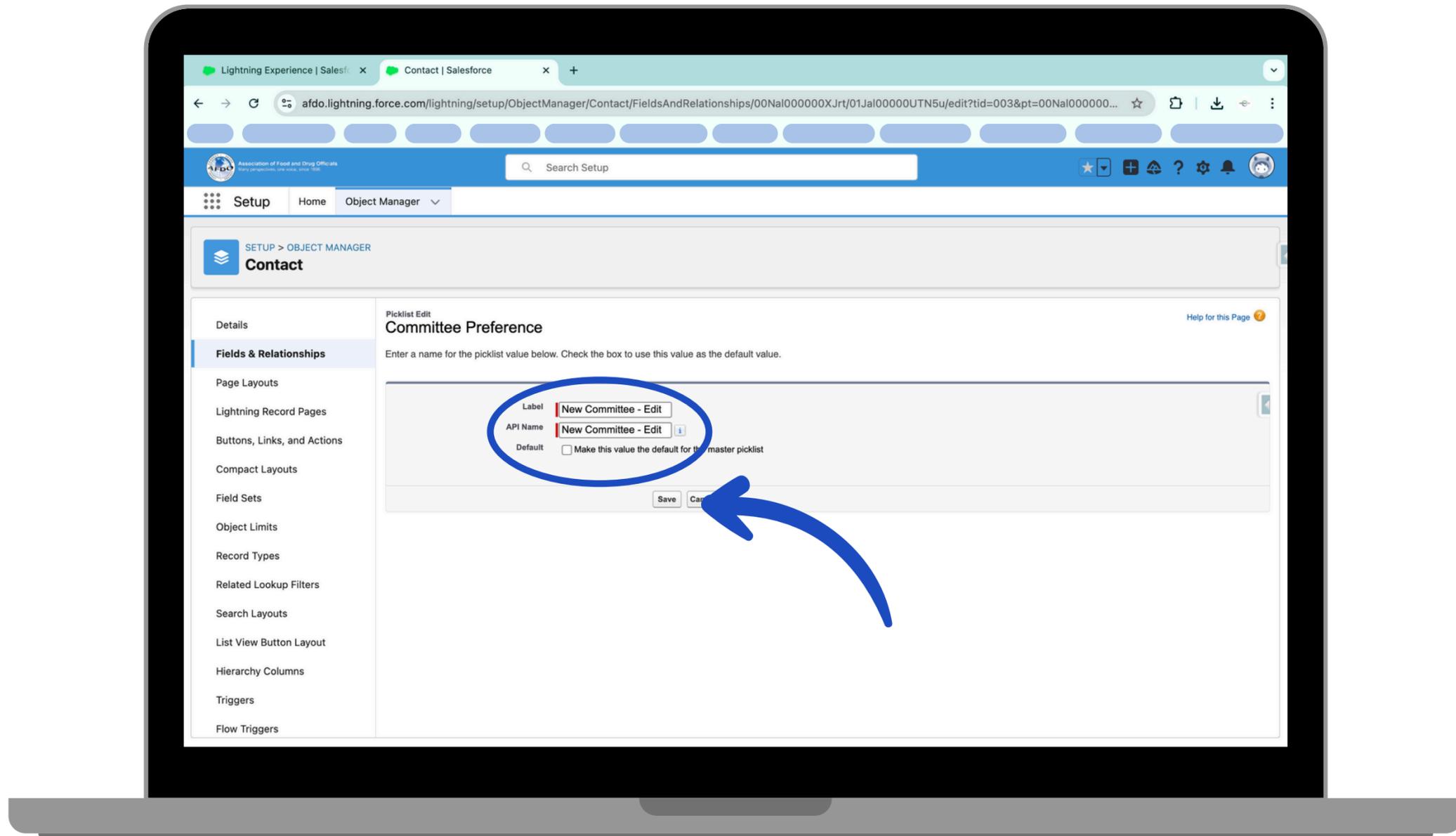
**STEP 11: TYPE
COMMITTEE
PREFERENCE
INTO THE FIELDS
& RELATIONSHIP
QUICK FIND BOX
AND SELECT
COMMITTEE
PREFERENCE**



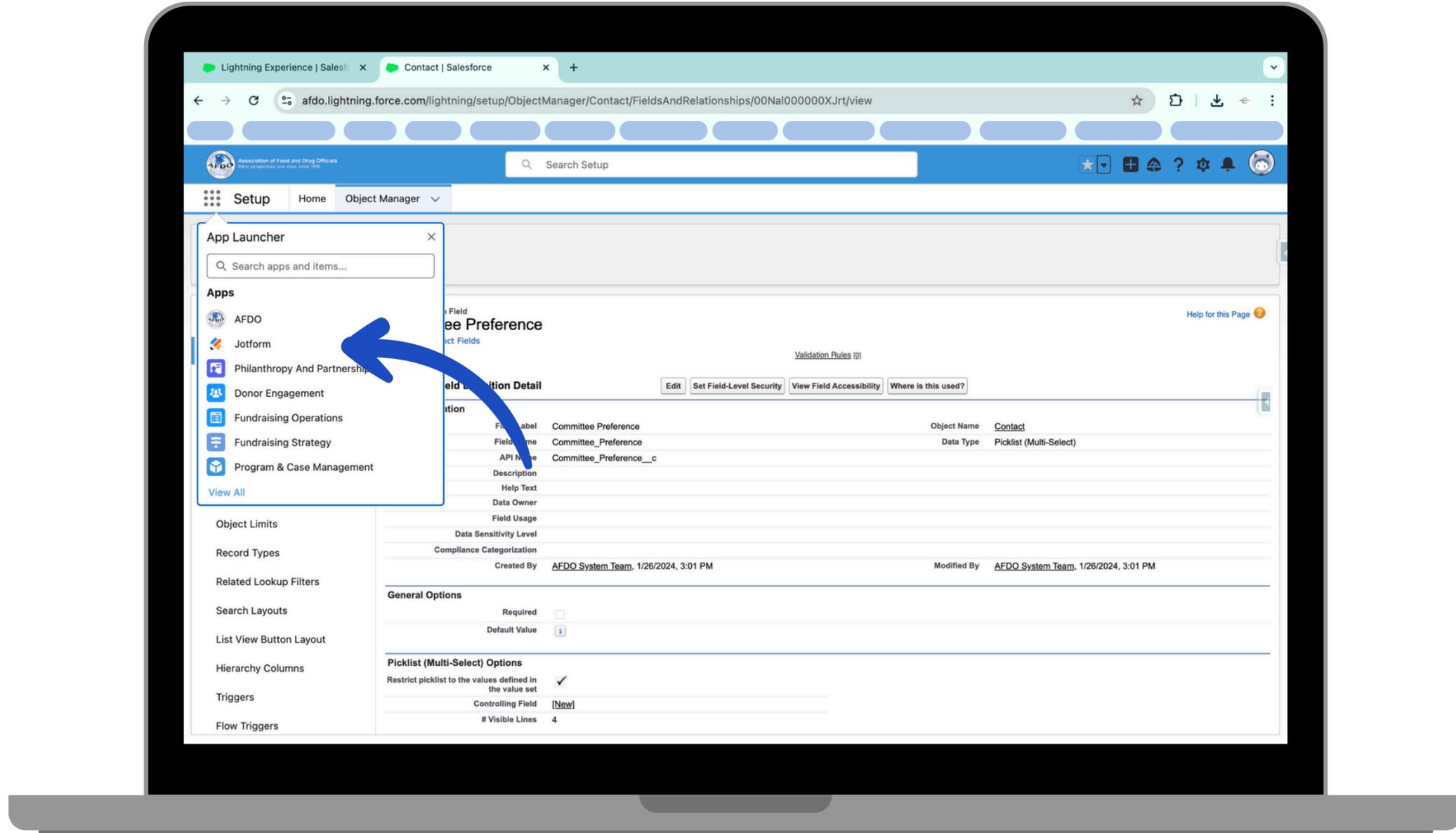
STEP 12: FIND THE COMMITTEE YOU CHANGED THE NAME OF AND HIT EDIT



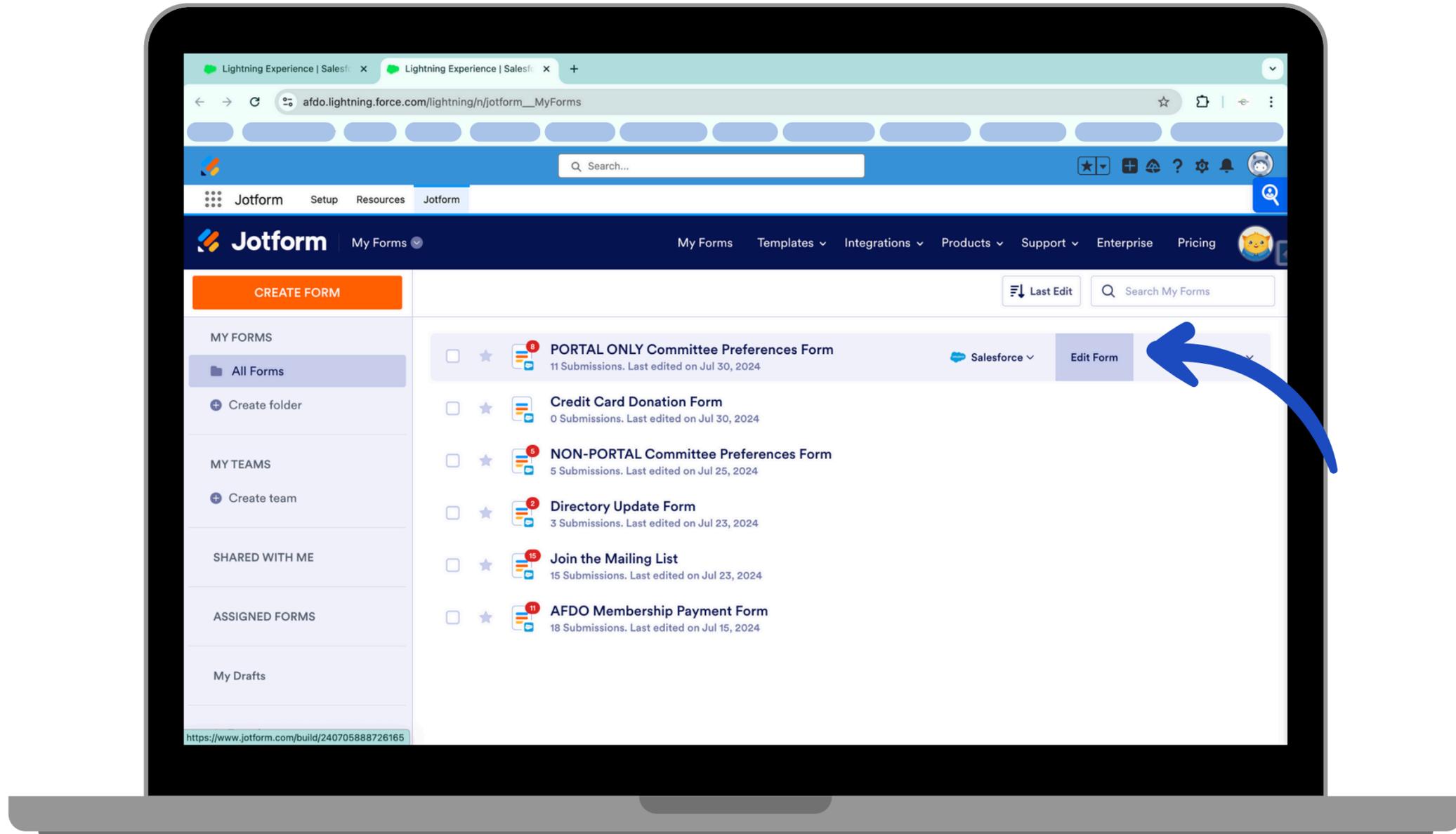
**STEP 13:
CHANGE THE
NAME OF THE
LABEL AND API
NAME TO THE
UPDATED
COMMITTEE
NAME AND HIT
SAVE**



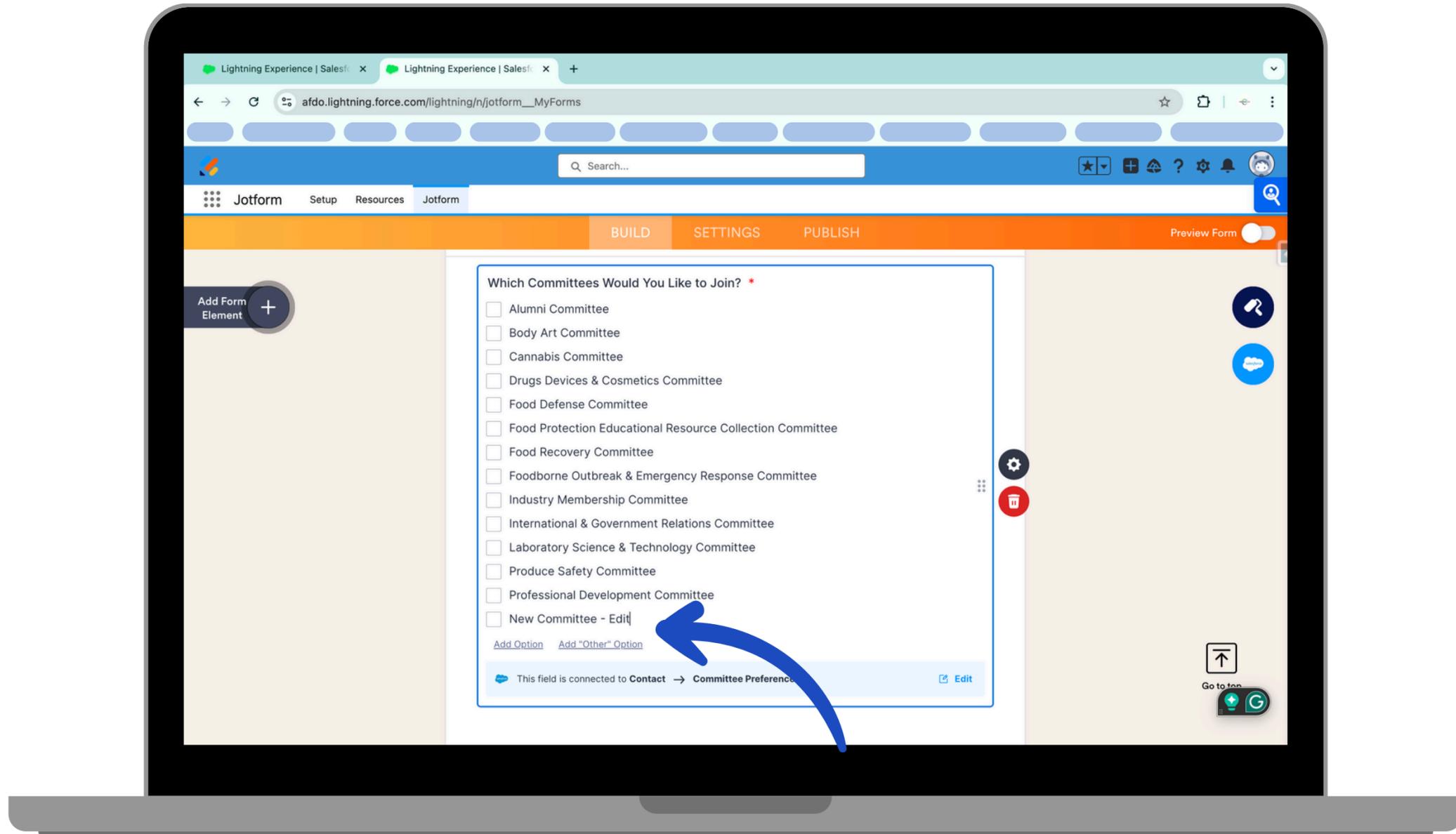
STEP 14: GO TO THE APP LAUNCHER AND HIT JOTFORM FROM THE DROPDOWN MENU



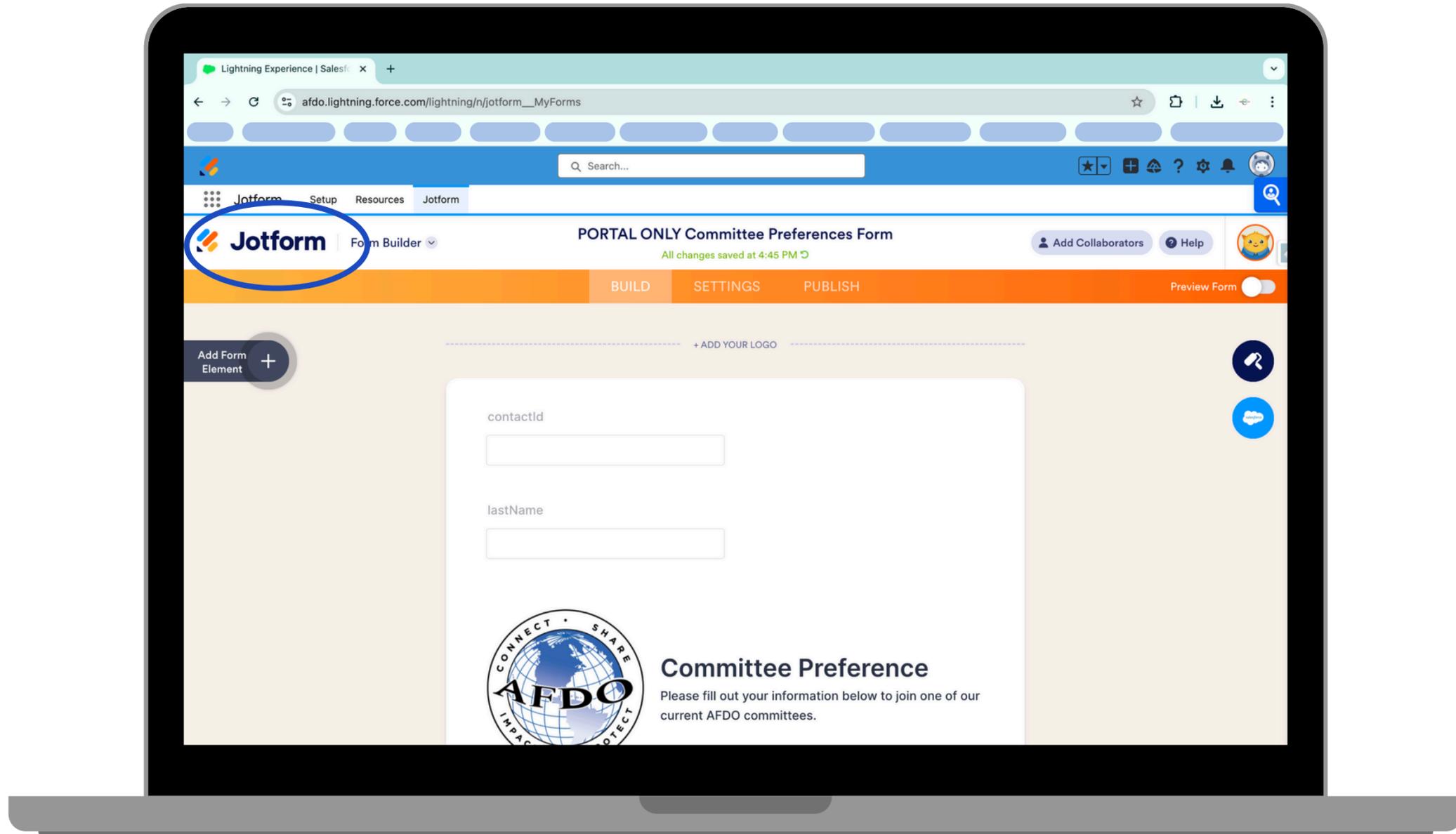
**STEP 15:
HIGHLIGHT THE
“PORTAL ONLY
COMMITTEE
PREFERENCE
FORM” AND HIT
EDIT FORM**



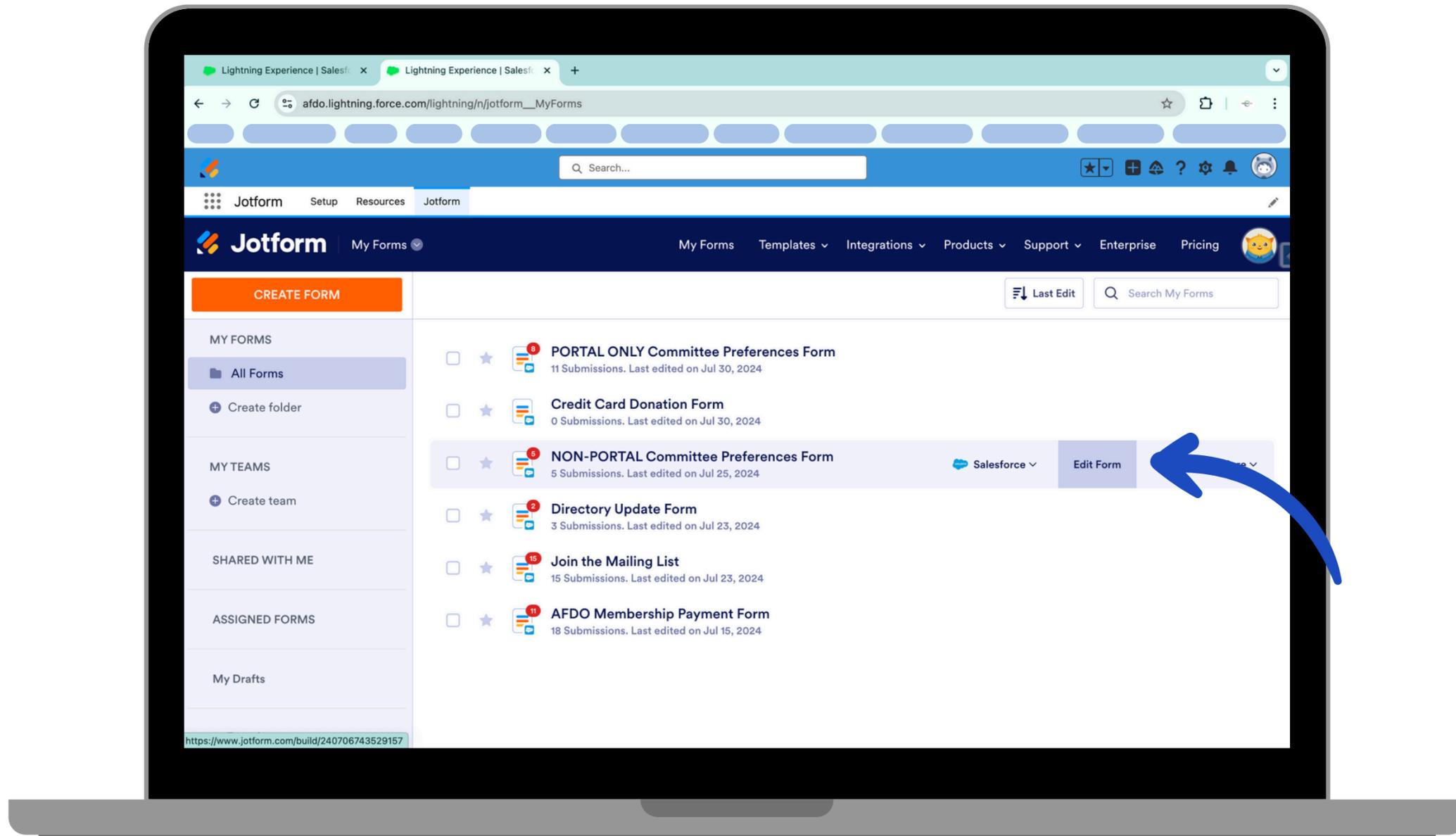
**STEP 16: FIND
THE
COMMITTEE
NAME YOU ARE
UPDATING AND
CLICK ON THE
NAME IN ORDER
TO UPDATE IT**



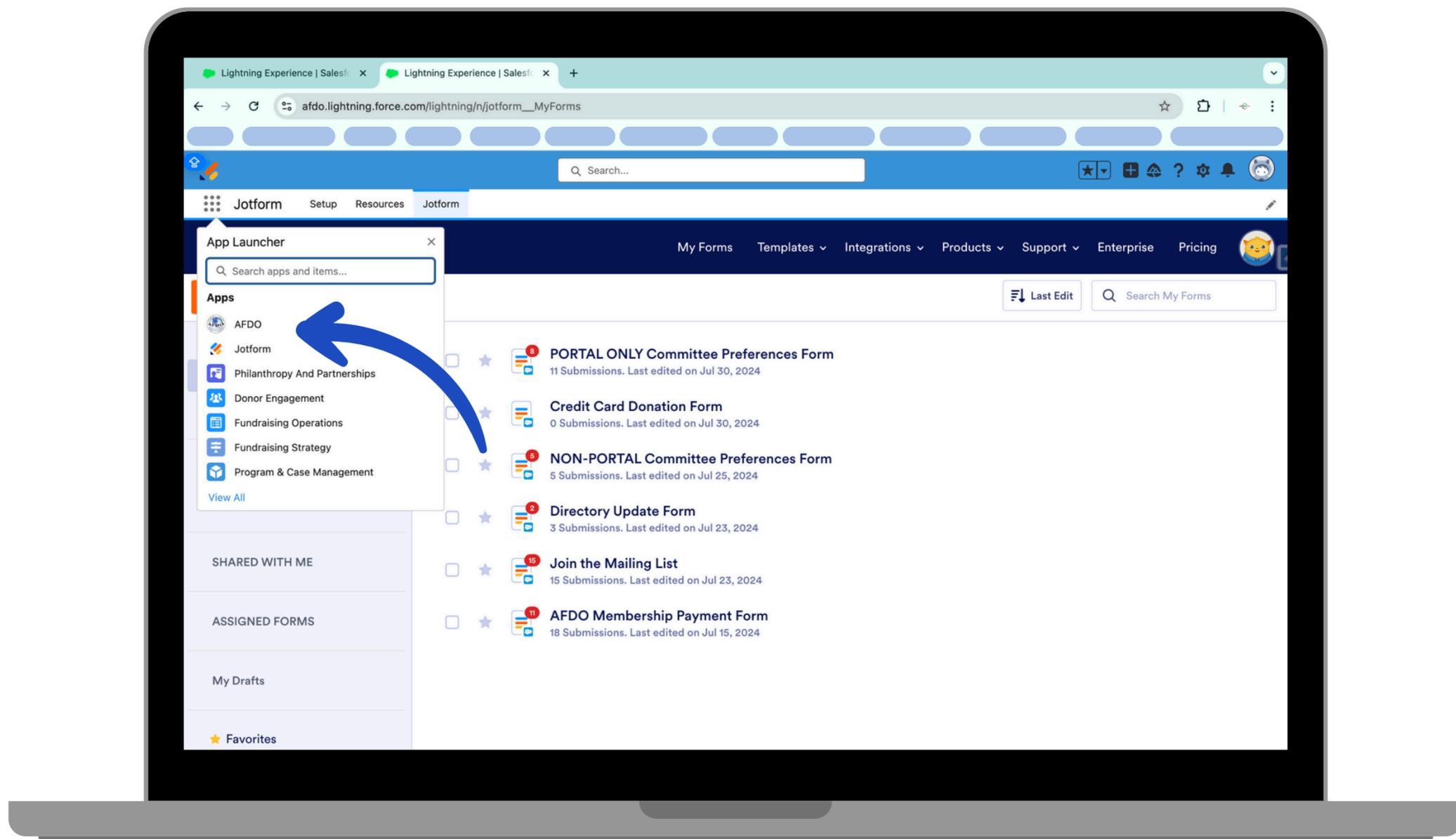
**STEP 17:
SCROLL TO THE
TOP OF THE
PAGE AND HIT
THE JOTFORM
LOGO**



**STEP 18:
HIGHLIGHT THE
“NON-PORTAL
COMMITTEE
PREFERENCE
FORM” AND HIT
EDIT FORM.
REPEAT STEPS
16 & 17**



**STEP 19:
RETURN TO THE
AFDO APP BY
HITTING THE
APP LAUNCHER
AND SELECTED
AFDO FROM THE
DROPDOWN
MENU**





**YOUR COMMITTEE HAS NOW
BEEN UPDATED AND IS
AVAILABLE FOR COMMITTEE
MEMBERS TO SEE IN THE AFDO
COMMUNITY PORTAL**