



EDITING A COMMITTEE NAME

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



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



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



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



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



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



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



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



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



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



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



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



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



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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** 16817



STEP 19: RETURN TO THE AFDO APP BY HITTINGTHE **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**