

Unit Pages: Friends Directory

From here you can:

- Accept New Friends
- Block Individuals from Viewing Information
- **Make someone an editor for your website**

1. To enable management of the Friends Directory

a. Select Friends Directory from the left hand margin



b. Select Manage in the upper right hand corner of the directory

2. To Add New Friends (accept Friend Requests)

- a. Select "Requests" (the second tab)
- b. Select "Approve" to add the individual to the friends list, "Deny" to not add them to the friends list and "Block" to both deny them access to the fields list and to include them on the "Blocked" list.

3. To make a different individual an editor of a unit website

- a. Select "Friends" (the first tab)
- b. Select Edit to the left of the name of the person you want to make an editor and then select Unit Administrator and press "Save"