## Adding new members to the Forum

As a GlycoNet Network Investigator, you can request to add HQP that you supervise to the Forum.

You can also request to add other individuals, such as collaborators.

Once added, they will be able to manage their products and communicate with other Forum members, which will ultimately help with NCE reporting requirements. HQP will also be able to apply for GlycoNet awards.

Keeping your relations and HQP up-to-date is extremely important. Please try to update your relations and HQP list each semester.
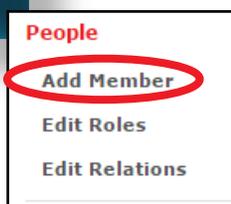
If you have any other questions about the Forum, please contact Ryan Snitynsky (snitynsk@ualberta.ca) or David Turner (dwt@ualberta.ca).

To submit a request to add a new member:

1. Use the "Search" box (top of the Forum page) to see if that person is already enrolled. If so, move on to the "Edit Roles" discussion on page 2.

2. Click on "Add Member" in the left sidebar.

3. Enter personal information about the new user into the boxes as requested. Members can also be added to specific projects using this menu. If you are adding a trainee who is not officially a member of the Network yet, select "Yes" under Candidate.

4. Click the "Submit Request" button to send the request to a GlycoNet administrator. Once approved, new users will receive an e-mail with instructions on how to access the Forum and change their password.

# Editing existing Forum users

## Who should be a Candidate?

When adding HQP to the Forum, supervisors are asked if the trainee should be a candidate or not.

Choose "**No**" if the trainee is working on a GlycoNet-funded project or is receiving GlycoNet funds in some other way.

Choose "**Yes**" if the trainee is not affiliated with GlycoNet, but would still like to receive GlycoNet updates and apply for awards.

Trainees who add themselves automatically become candidates. Supervisors can update existing users by editing their roles.

To edit the role of someone already in the Forum:

1. Click "Edit Roles" in the left sidebar.

2. Select a user from the menu and then click the "Next" button.

3. Select a role for the user in the Roles tab. A red [Projects] link will appear where you can link the user with a specific project. Click the "Submit Request" button when finished. A GlycoNet Administrator will see and approve your request.

4. Click "Edit Relations" in the left sidebar.

5. In the Supervises tab, select trainees you supervise from the list on the right. You can use the other tabs to indicate individuals you mentor and work with.

6. Click the "Save Relations" button when finished.