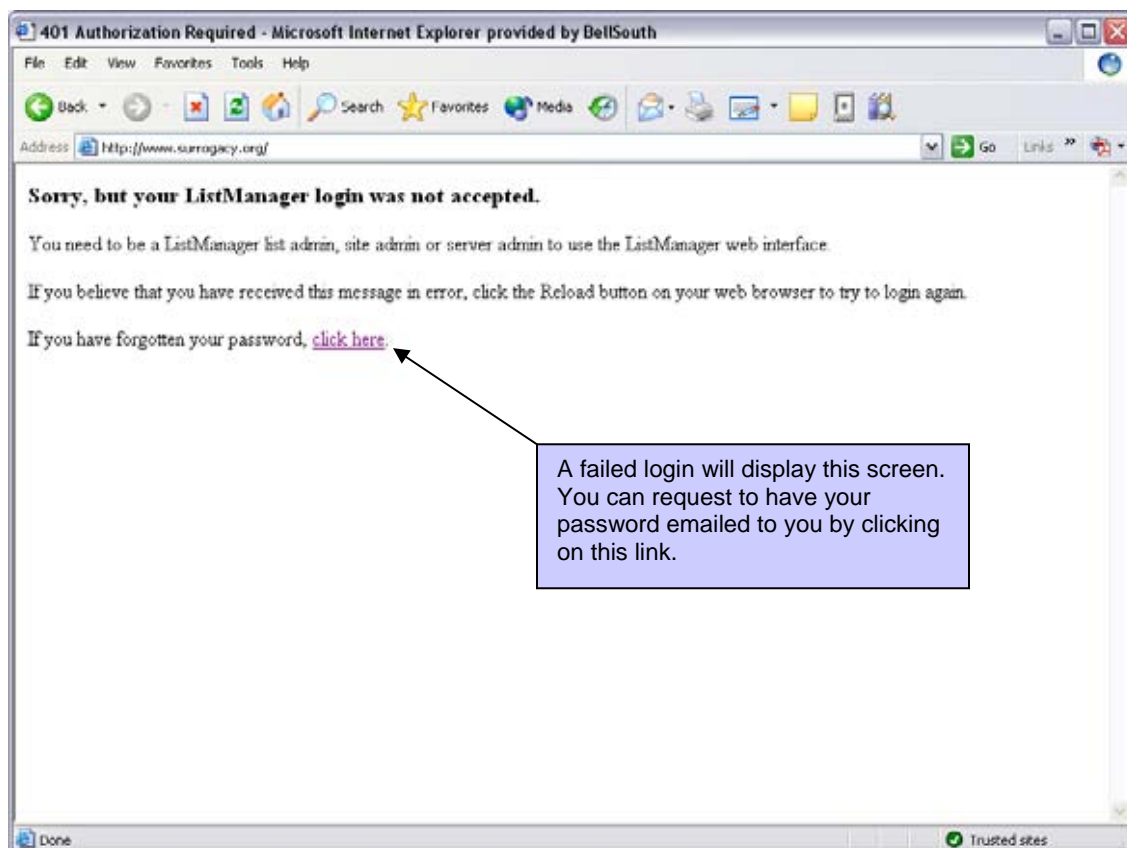


## Surrogacy.org Moderator Instructions

1. Go to [www.surrogacy.org](http://www.surrogacy.org) and enter your User Name and Password when prompted.

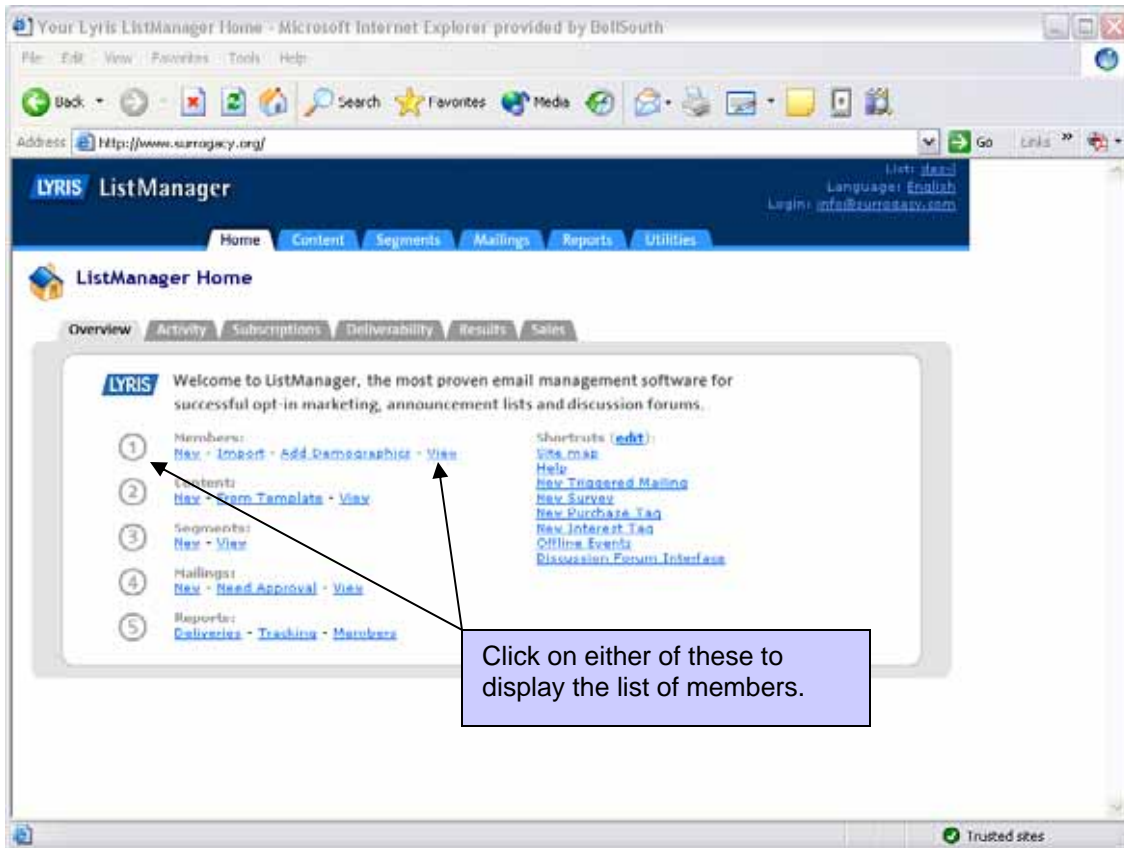
If your login is rejected (forgotten password, etc), you will see a screen like the one below after 3 attempts to login have failed.



2. Once you have successfully logged in you will be taken to the Administrative homepage. Look for the numbered list (Items 1-5) located in the main body of the page.

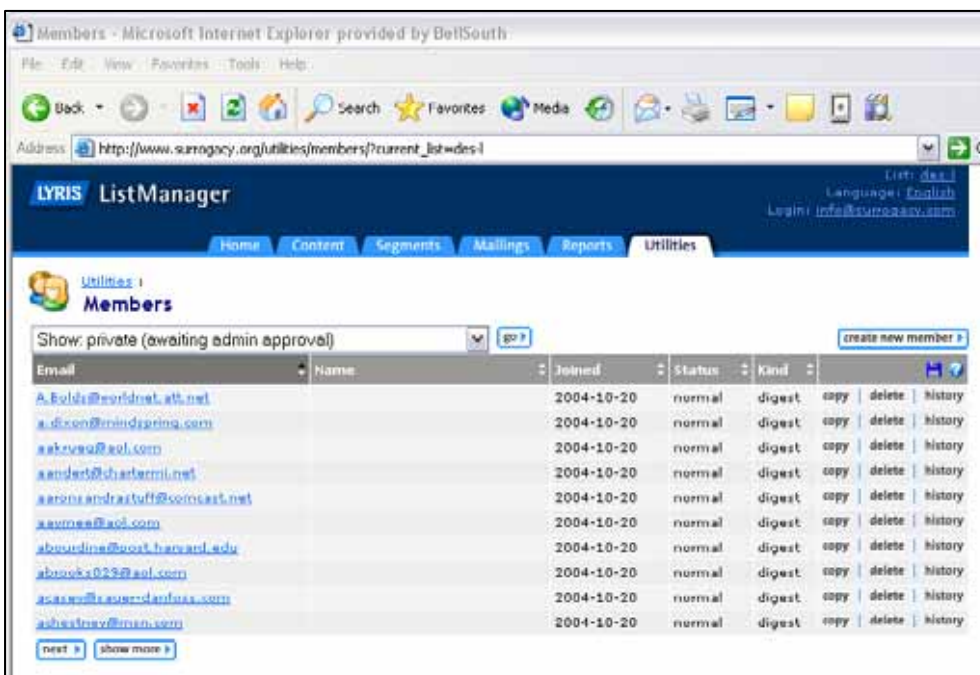
**NOTE:** If you moderate more than one group you will first be presented with a listing of those groups. You can only perform administrative functions on one group at a time, so select the group you wish to work with by clicking on the group name. You will then be presented with the Administrative homepage.

You can switch between groups by clicking on the group name link that is located in the upper right corner of the screen. This will display the list of group names again.

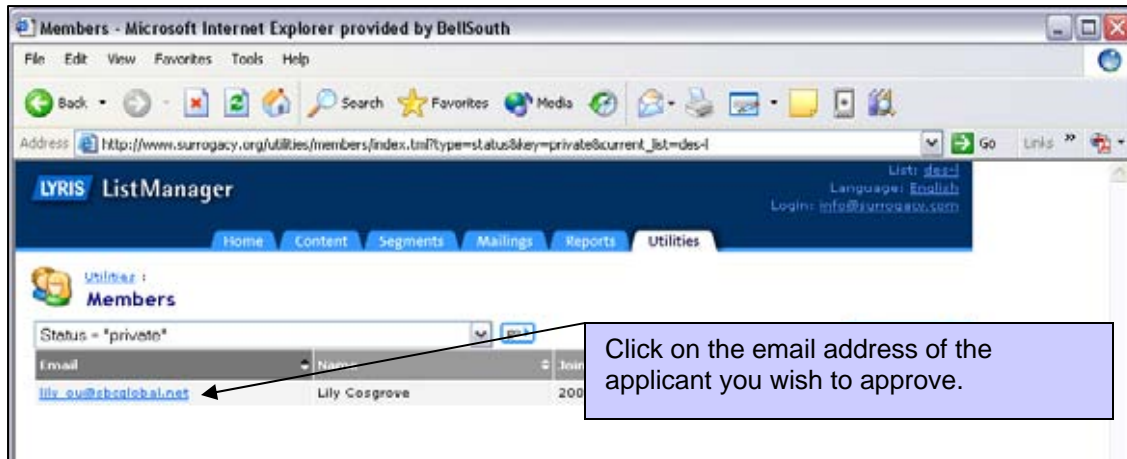


3. Item #1 is "Members". You can click on either the #1 icon, or the "View" link that is located to the Right hand side of it. This will display the main Members page.

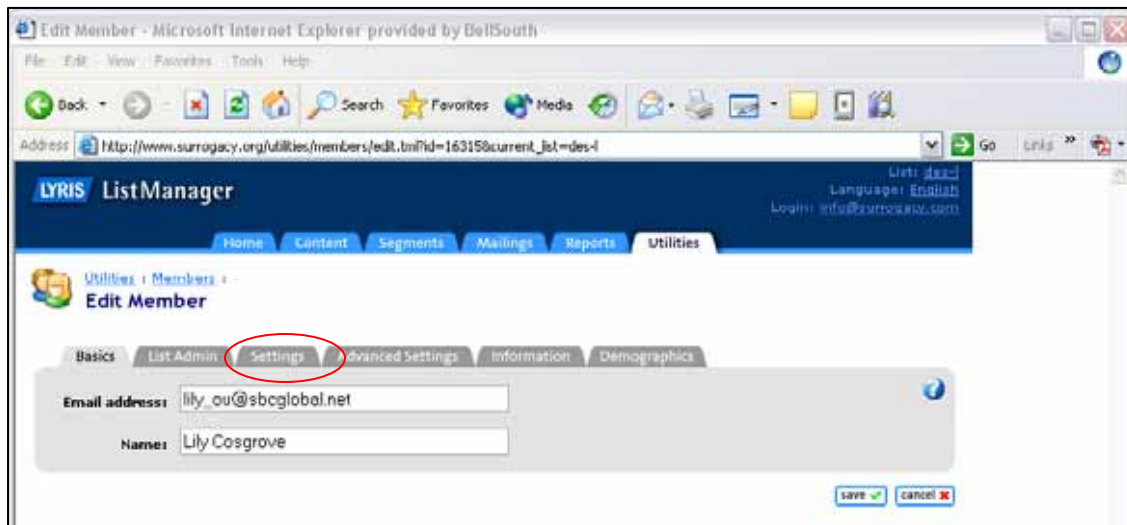
4. From the Drop-Down list that is located above the list of Members, select the item labeled **"Show: private (awaiting admin approval)"** and click on the "Go" button.



5. Locate the email address of the applicant you wish to approve and click on it.



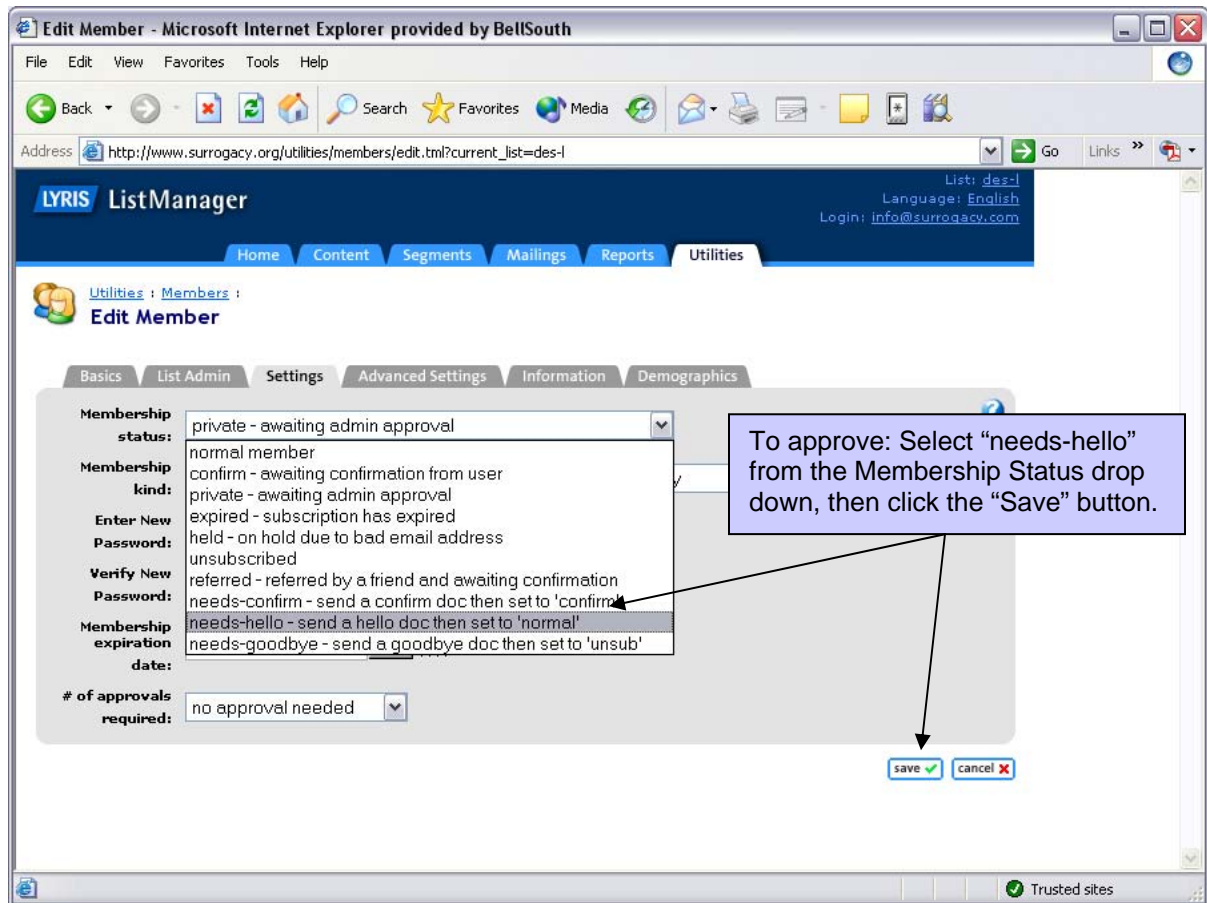
6. After you click on the person's email address, the Edit Member page will be displayed. Click on the "Settings" tab (see below).



7. The Settings screen is where you will make your selections regarding whether this applicant is approved or rejected.

If you want to approve the applicant, select from the "Membership Status" Drop-Down: **"needs-hello - send a hello doc then set to 'normal'"**. This will send the group "Hello" message to the applicant and then automatically set them to "Normal" status. Then click the "Save" button.

If you want to reject this applicant, select either **“unsubscribed”**, **“held”**, or **“expired”** from the drop-down list. All of these options will have the same effect: the applicant will no longer appear in the list of people awaiting approval, and their information will be removed from the database.



8. Once you make your selection from the drop down and click "Save", you are finished with the approval or rejection process for that applicant. You will automatically be returned to the listing of applicants who are awaiting approval (if any remain).

9. Repeat steps 5-8 to approve any additional applicants.

## Additional Information

New applicants will remain on “Private” status indefinitely. If you do not change an applicant’s status to one of the other options as described above, they will just remain in the listing of those who are awaiting approval.