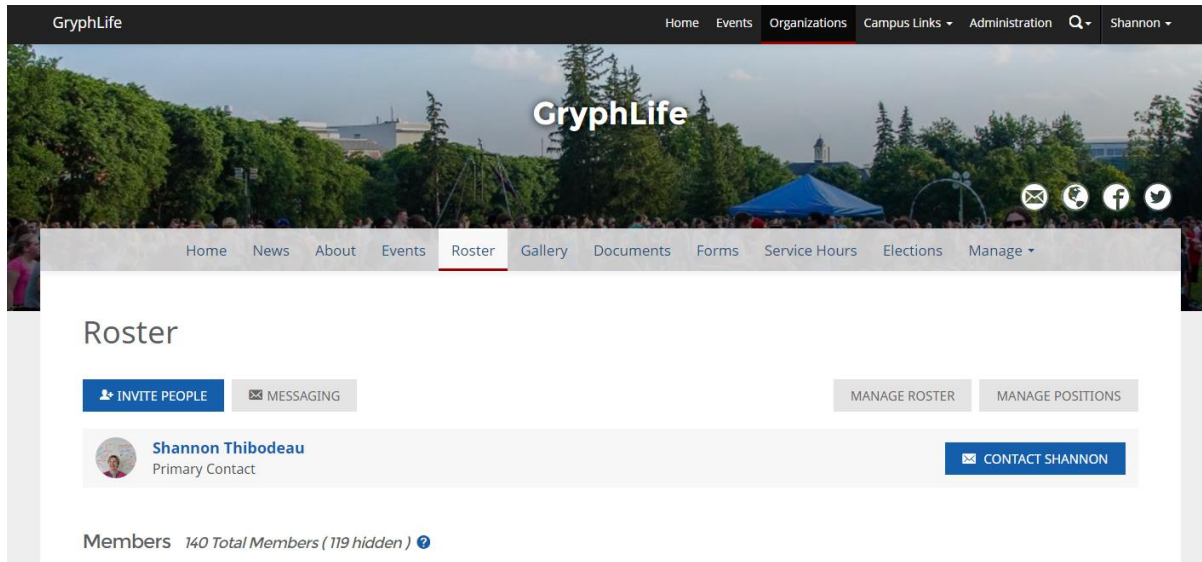


Changing your Primary Contact

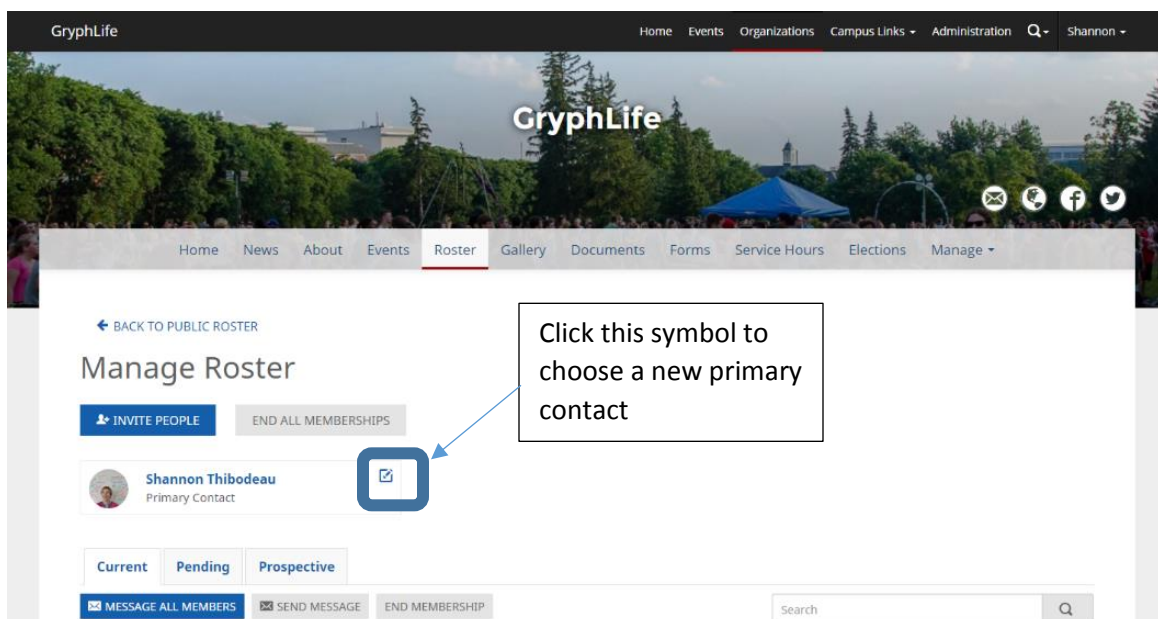
If your club's primary contact needs changed, there are two ways you can do this.

The current primary contact can change it by inviting the person they want to switch it to to join the club's roster, if they are not currently a member.

After clicking on the Roster tab, invite your new primary contact to the roster by clicking the "invite people" button. On the next screen, type in their @mail.uoguelph email address to invite them. Once they are on the roster, you can add them as the new primary contact.



To update the primary contact, click the "manage roster" button. On this screen, click on the edit symbol that is in the box that contains the current primary contact's name. The next screen that pops up will



allow you to choose someone from your roster as your primary contact. Once you select them, they are the new primary contact.

As a final option, you can also email GryphLife and ask that they help you change it. Email gryphlife@uoguelph.ca and write “Primary Contact Change—Club Name Here” in the subject line. Please include the name and U of G email address of the person you are switching into this position, and copy them to the email so they can confirm they are accepting this new role. Before they can be added, they also need to have logged in to GryphLife before so the system recognizes they are an active user.

Remember, it is best to do this as early as possible, since this gives your new primary contact more time to go through the accreditation process