



Meer vrijheid  
Meer Fun  
Omni Chat



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### *To accept a new member to your group ..... how does it work?*

[Click here to read this manual in PDF](#)

If you own a group on Omni-Chat, it's nice when you have people who can participate in discussions on your group. In the group settings you can indicate whether someone first should be a member of your group to read / post. You can also choose to have this done automatically.

This manual is divided in:

- [New members](#)
- [Current members](#)

New members:

The accession of new members depends entirely on your group setting. Below you see the manual, how to work as an administrator. Note that this manual is not written in case of automatic acceptance of members.

Once a new member of your group has applied for membership, you as owner / manager receive an email as shown below.



Subject: APPROVAL NECESSARY: Omni-Chatter has requested to become a member of Your Group, an Omni-Chat group **1.**

Dear Owner,

Omni-Chatter has requested to become a member of Your Group

Because the amount of memberships for your group is unlimited, it is possible to approve the application if you want, so Omni-Chatter can become a member of your group.

Omni-Chatter says:

Please let me in as it seems to be a nice groep. **2.**

>> **What can I do now?**

If you want to approve- or reject the request for membership, you go to [Memberslist](#). **3.**  
You can view or edit your [Groupsetting](#) at any moment.

With kind regards,  
Team Omni-Chat.

- At **1.** you can see what nickname wants to become a member.
- At **2.** you can read the comment from any prospective member.
- At **3.** you can go to the list "Waiting members". Make sure you're logged in on the homepage and using your administrator account to access the next screen:

**Current members (200) - Waiting members (1) - Banned members (0)**

Who are you searching for:

Fill in (a part of) the nickname

Search

Clear

Current members	E-mail address	Role of member	Member since
Omni-Chatter <b>1.</b>	wantellyou@hotmail.com <b>2.</b>	waiting <b>3.</b> <input <b="" type="button" value="Opslaan"/> 4.	2011-07-18 <b>5.</b>

- **1.** Shows the name of the prospective member.
- **2.** Shows the ee-mail address of the prospective member.
- **3.** Gives you the ability to add a role to the prostective member. Here you can choose from:
  - manager
  - assistant
  - member
  - banned
  - remove
- **4.** Click on the button "Save" to save your settings and confirm the possible acceptance of the waiting member .
- **5.** Displays the date when a person has joined your group.

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**Current members:**

If you click on the option "Current Members" you will see the list of members of your group:

Current members	E-mail address	Role of member	Member since
chatterbox <b>1.</b>	chatterbox@hotmail.com <b>2.</b>	owner <b>3.</b>	2010-01-03 <b>4.</b>
chat_kaptain	chat_kaptain@hotmail.com	manager <input type="button" value="Save"/>	2008-12-25
sociability	sociability@yahoo.com	manager <input type="button" value="Save"/>	2008-11-25
honeybun	honeybun@gmail.com	assistant <input type="button" value="Save"/>	2010-04-19
laziness	laziness@hotmail.com	assistant <input type="button" value="Save"/>	2008-11-25
nice_person	nice_person@hotmail.com	member <input type="button" value="Save"/>	2009-01-13
sweetheart	sweetheart@loveboat.com	member <input type="button" value="Save"/>	2009-01-20

- Column **1.** : here we see the nicknames of the members of the group (including the owner).
- Column **2.** : displays the e-mail addresses of the members who show their e-mail address in a group.
- Column **3.** : shows the role of members within the group. One press on the folding screen allows a role to change the "Save" to adjustments to confirm.
- Column **4.** : displays the date when a person became a member.

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If there are any questions left, please do not hesitate to contact us.

We wish you a lot of pleasure with this explanation.

Kind regards,

Team Omni-Chat.