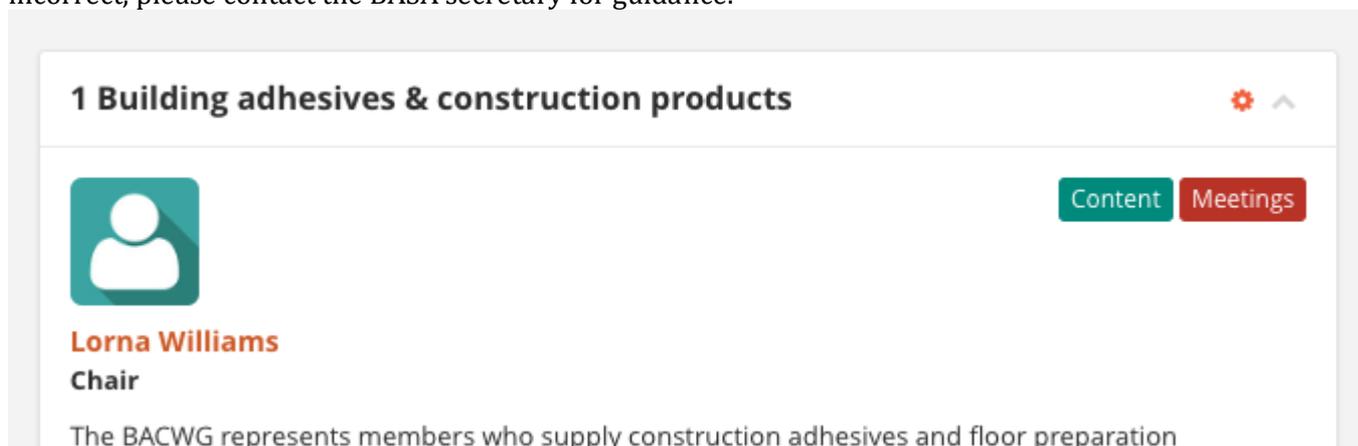# BRITISH ADHESIVES & SEALANTS ASSOCIATION

BASA Website - Instructions for Admin users

This guide has been developed to remind Chairs and Consultants who have admin access how to amend working group members (adding and removing). At this stage the Admin rights do not allow the descriptive information to be amended, and Admin users will need to contact the BASA Secretary to amend information in this panel.

If the working group member has left their company this process should **not** be used. Instead, you are requested to email the BASA Secretary/BASA accounts manager to ask them to delete the person permanently from the system.

1. Log on to BASA website Go to www.basa.uk.com and click on orange REGISTER/LOGIN option at the top right.
2. Log in to the Members Only area and go to the working group concerned. The Building Adhesives and Construction Products WG is used here as the visual example.
3. You will see the following screen with an orange cog above the Content and Meetings buttons. If you do not see this, then this means you do not have admin access for this group and if you think this is incorrect, please contact the BASA secretary for guidance.

4. Clicking on the orange cog will take you to the next screen where if all you need to do is to remove a member this is simple to do.

5. If you wish to add members or to assign admin to new people, then click on the orange Assign contacts button, and add any new members in the Manage Contacts box by typing their name. Please note that you can only add contacts that have subscribed to the BASA website, so if someone who is not currently registered to the website wants to join a working group you need to ask them to subscribe first by [downloading the How-to link here](#).

Assign contact(s) - 1 Building adhesives & construction products

Manage Contacts

×David Longwell ×David Wilson ×Emma McDonald ×Jim Palmer ×Jim Percival ×Kevin Noakes ×Lorna Williams ×Lorna B Williams ×Matthew Thomas ×Neil Sanders ×Paul Thomas ×Peter Dube ×Shamshad Ali ×Steven Fuhrmann ×Stuart Whiteley

Name	Admin	Company	Select function
David Longwell	☐	Building Adhesives Ltd	Member
David Wilson	☐	Building Adhesives Ltd	Member
Emma McDonald	☐	ARDEX UK Limited	Member
Jim Palmer	☑	J P Consultancy	Consultant

6. The Assign contact(s) option also allows you to Select the function and change the Admin Access. Please note that assigning the Consultant or Chair function will not automatically assign Admin rights, you must also tick the Admin box.

7. Do not forget to click on Save to make sure that your changes are accepted.

Vice Chair ⬍
Member ⬍

[Save] [Cancel]