

USING TAG ACCESS

Tags give the Administrator(s) the ability to do two things: group members together for online messaging and restrict admin access to specific areas of the website. Restricted access protects sensitive documents, or features like voting privileges, from members who are not tagged to see them.

Tags can be created and assigned by going to any members account by simply clicking on the member's name (or the View eyeball icon found in the Actions column) on the Members screen.

 Dashiel Bandick MarsoopsNocturnal@gmail.com	726-654-8515	TX	Member	N/A	Active	
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In the Member Details screen you will see an area labeled “Tags” under the photo. Click the “+Add Tags” button and select/create appropriate tags. These tags can be applied to a single member or multiple members once created. They can also be removed from a member at any time.

Administrators can add tags manually or apply them to a group of filtered members using the Search field on the Members screen.

Once the tags have been applied to members, the administrator can filter messages using the tags to send online communications or limit access to pages, documents, events, committees, amenities, dues/fees, and much more.

A few good examples of where tags can come in handy would be:

- ◆ Creating a “board” tag so the organization can have a folder where board documents can be stored with limited access to only board members.
- ◆ Creating a “social” tag so the organization can have a page on the site that is dedicated to the social committee.
- ◆ Creating different tags for different levels of membership, so invoices can be created and applied to these specific groups.

These are just a few examples for creating and applying tags.

If you have any further questions about Tags, please open a ticket at www.hoastart.com or support.hoastart.com.

