

# Mogiv Tutorial

## How To Manage Admins & Managers



Mogiv understands that several people might need to access your organization's giving information or specific campaign fundraising initiatives. That's why we make it easy to assign multiple administrators and campaign managers.

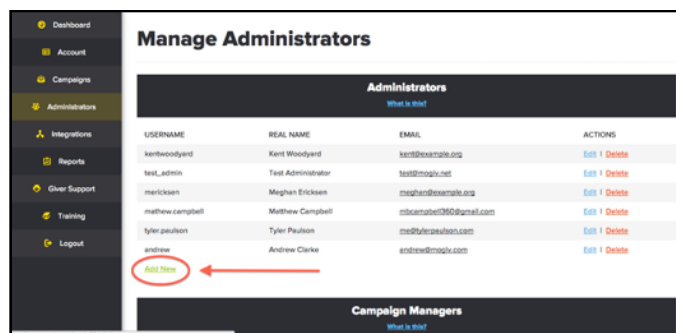
### Step 1: Click the "Administrators" tab

- ▶ From your dashboard, start by clicking the "Administrators" tab.
- ▶ Choose between adding an Administrator or Campaign Manager.



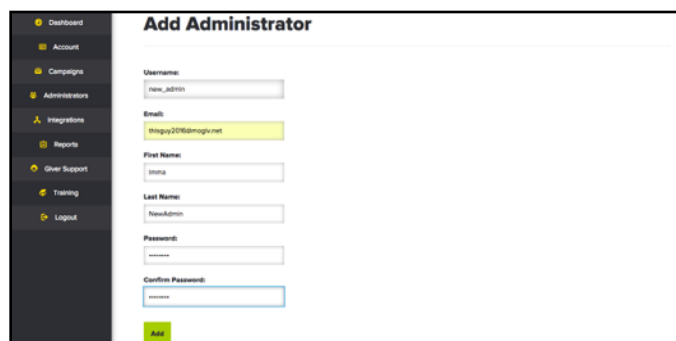
Note: Any administrator you add will have access to your profile, campaigns, reports, and everything else *you* have access to. So choose these people carefully.

Campaign Managers are similar to administrators, but they only have access to the campaigns you assign them. This feature is useful if you have a staff member, intern, or volunteer who is heading up a specific fundraising initiative but who shouldn't have access to all of your organization's giving information.



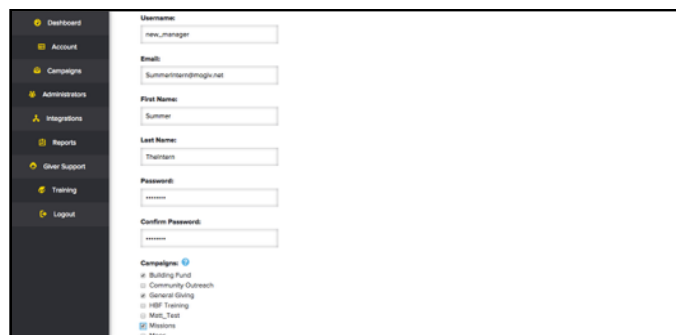
### Step 2: Add a new administrator

- ▶ Click "Add New" to add a new Administrator.
- ▶ Enter the required information and click "add." It's that simple!



### Step 3: Add a new campaign manager

- ▶ Click "Add New" next to Campaign Managers.
- ▶ Enter the required information and check the boxes next to the campaigns you'd like to assign that person to.
- ▶ When done, click "add" and you will be returned to the Administrators tab.



Thanks for using Mogiv!