




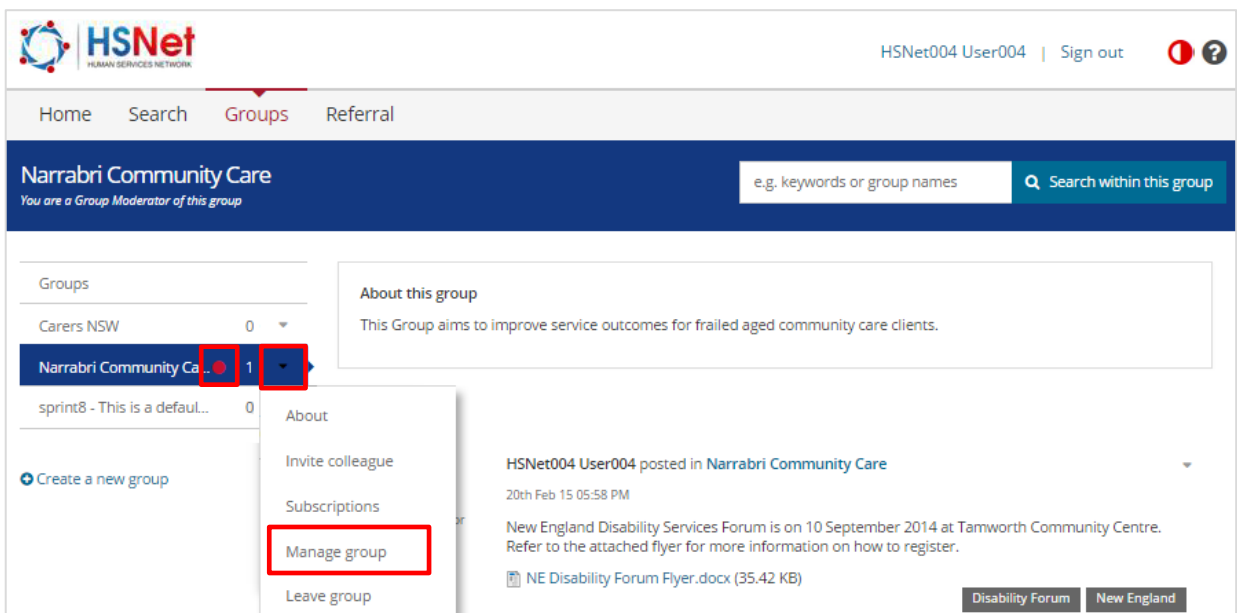
Accept or reject group membership request - quick reference guide

All moderators of the group can accept or reject a group membership request. Groups that have new membership request awaiting action will be indicated with a red dot next to the group name (*refer image in step 1*). You can action group member requests individually or multiple request at a time.

To accept or reject a group membership request, log on to the HSNet website www.hsnet.nsw.gov.au and access the **Groups** area.

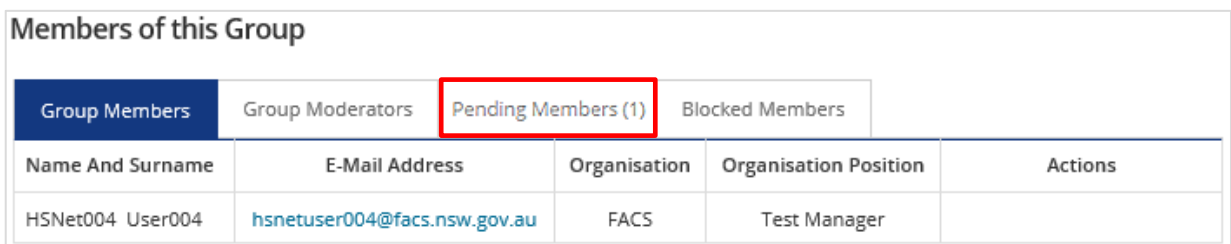
Follow these steps to accept or reject a group membership request:

1. Click on dropdown menu icon  next to the group indicated with a red dot and select **Manage group**.



The screenshot shows the HSNet website interface. At the top, there is a navigation bar with 'Home', 'Search', 'Groups', and 'Referral'. Below this, the page title is 'Narrabri Community Care' with a sub-header 'You are a Group Moderator of this group'. A search bar is present with the text 'e.g. keywords or group names' and a 'Search within this group' button. On the left, there is a 'Groups' list with 'Narrabri Community Ca...' selected, showing a red dot and a dropdown arrow. The dropdown menu is open, showing options: 'About', 'Invite colleague', 'Subscriptions', 'Manage group' (highlighted in a red box), and 'Leave group'. On the right, there is an 'About this group' section and a post from 'HSNet004 User004' dated '20th Feb 15 05:58 PM' with an attached document 'NE Disability Forum Flyer.docx (35.42 KB)'.

2. A list of all group members is displayed in the **Group Members** tab. Click on the **Pending Members** tab.



The screenshot shows the 'Members of this Group' page. There are four tabs: 'Group Members', 'Group Moderators', 'Pending Members (1)' (highlighted in a red box), and 'Blocked Members'. Below the tabs is a table with the following data:

Name And Surname	E-Mail Address	Organisation	Organisation Position	Actions
HSNet004 User004	hsnetuser004@facs.nsw.gov.au	FACS	Test Manager	

3. A list of pending members request is displayed. To action a single membership request, click on the **Accept** or **Reject** link in the **Action** column corresponding to the person's name.

Group Members		Group Moderators		Pending Members (1)		Blocked Members	
<input type="checkbox"/>	Name And Surname	E-Mail Address	Organisation	Organisation Position	Actions		
<input type="checkbox"/>	HSNet008 User008	hsnetuser008@facs.nsw.gov.au			Accept Reject		

Approve Reject

4. Alternatively, to action multiple membership requests, click on the **checkbox** next to names you want to action and then click on the **Approve** or **Reject** button.

Group Members		Group Moderators		Pending Members (1)		Blocked Members	
<input type="checkbox"/>	Name And Surname	E-Mail Address	Organisation	Organisation Position	Actions		
<input checked="" type="checkbox"/>	HSNet008 User008	hsnetuser008@facs.nsw.gov.au			Accept Reject		

Approve Reject

5. An **accepted member** will receive an email to let them know that they have been added to the group. A **rejected member** will receive an email advising them that their request has been rejected and to contact the group moderator if they wish to inquire about the reason.