

# Request Community Membership

## Requesting membership


If a community is created with the **Membership Request** as being **MODERATED** as shown below,

The screenshot shows a form for creating a community. The 'Community Title' is 'Staffroom'. The 'Community Logo' section has a 'Browse...' button and a text field for alternative text. The 'Membership Request' section has three radio button options: 'Public: Membership should be granted automatically, to anyone who requests it', 'Moderated: Membership should be granted by a leader, in response to a request form' (which is selected and circled), and 'Private: Membership should only be assigned by a leader'. Below the form is a 'Summary' toolbar with various icons and a font dropdown set to 'Helvetica'. The main content area displays 'Welcome to the School Staffroom Community'.

it means that the community homepage is public and viewable by all.

If a non member would like to view items in the filing cabinet and join in discussions then they can apply for membership as follows:

## To Request Membership

- On the community homepage click onto the **Request Membership**  button from the toolbar on the right hand side.
- A request membership form message will be displayed.
- The webmail message will be automatically addressed to the leaders within the community.
- Simply complete the form and send as a normal e mail message.
- The leaders will receive the message and add the user to the member group if they are to grant the membership request.