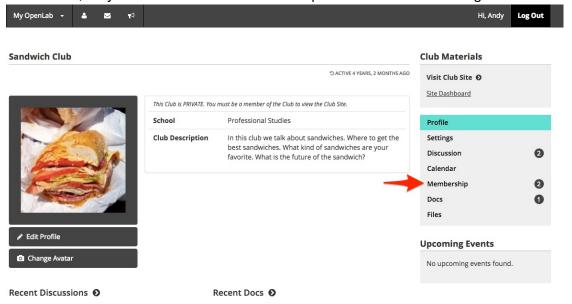# Tips and Best Practices for Clubs on the OpenLab

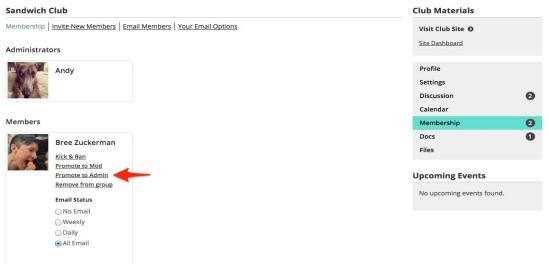## Changing Club Administrators

Changing roles for members of a club on the OpenLab is very simple. Here are the steps:

1. The administrator(s) of your club need to log-in and navigate to the profile of the club.
2. Once there, they'll need to click on "Membership" in the sidebar on the right.

3. If you are the administrator of the club, you will see a list of members broken out by role. In order to promote another member to administrator, click the link "Promote to Admin" underneath their name.

4. Once you've done that, you can demote yourself to just a member if you longer want to be an administrator. Do that by clicking "Demote to Member" underneath your name.

This procedure will make it so your new administrator can make as many changes to the your club's site as they see fit.

Best Practices for Managing Administrators

In addition, here are some best practices for avoiding a situation where a former administrator becomes difficult to contact and leaves your club without the ability to make changes to your site.
1. If your club has a faculty advisor, make that faculty advisor one of your admins. This way, you'll have a consistent administrator even when student leaders of your club leave City Tech.
2. Keep the contact information (including the preferred email) of all your club members. This way when a club member with admin privileges is no longer at the college, you'll be able to contact them and have them promote a new admin. When someone leaves City Tech they DO NOT lose access to their OpenLab account, so any former administrator can still perform the procedure outlined above.
3. Have a handover plan: make sure that before the end of each year, your outgoing club leader gives admin privileges to someone who will be continuing with the club the next year.
4. Finally, if you don't have the contact information for the former student who is still the one and only administrator for your club, reach out to the OpenLab's Community Team at openlab@citytech.cuny.edu and we will make that change manually for you. We will just need to know who from your club should be promoted to administrator.

If you have any other questions or concerns about how to maximize your club's presence on the OpenLab, send us an email at openlab@citytech.cuny.edu or visit the Open Road at openlab.citytech.cuny.edu/openroad to see a list of workshops and office hours.