Adding a Project to an Organisation

Trap.NZ Organisations are used by groups who trap in multiple geographic regions but want easier ways to:

- manage members across their projects
- run reports across their projects

Organisations are usually used by government departments and councils, however, they are available to be used by any group that would find them helpful.

Joining an Organisation

If you are the administrator for the project you can select the project (via the trap.NZ website) and select edit

Once the edit window opens up select extra

Now select Your Organisations

You can now select the Organisation you want the project to be part of.

Non-admin request to become part of an Organisation

If wanting a project that you are not an administrator for to be part of an Organisation you will need to go to your **My account** and select the Organisation

After doing this you need to then select members -
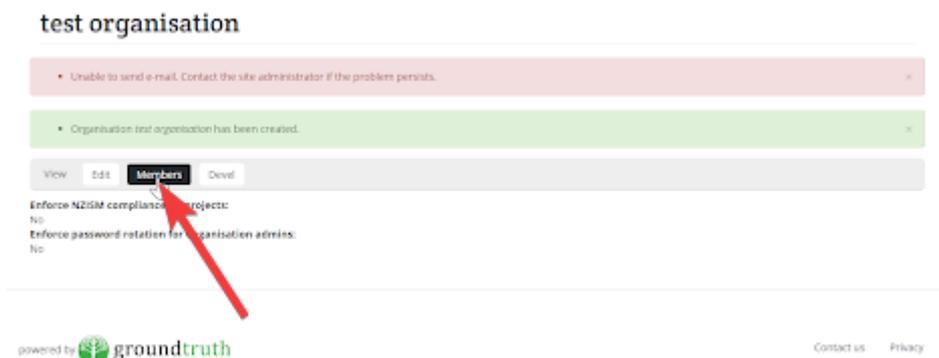
email invites, the invite will have to be to the administrator of each project and they will have to accept that they are wanting to be part of the Organisation

INVITE NEW MEMBERS TO *TEST ORGANISATION*

User email(s) *

Use commas or new lines to split email addresses, new users will be created and invited as members of this group. A one time login link will be sent to the invitees' email. Limited to 70 invites at a time.

Assign roles

Org Member

Choose a role you would like to assign to the users:

- **Org Administrator**: Can see and modify all installations and manage members.
- **Org Member**: Can see all installations, but can't modify them.

Invite user(s)

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