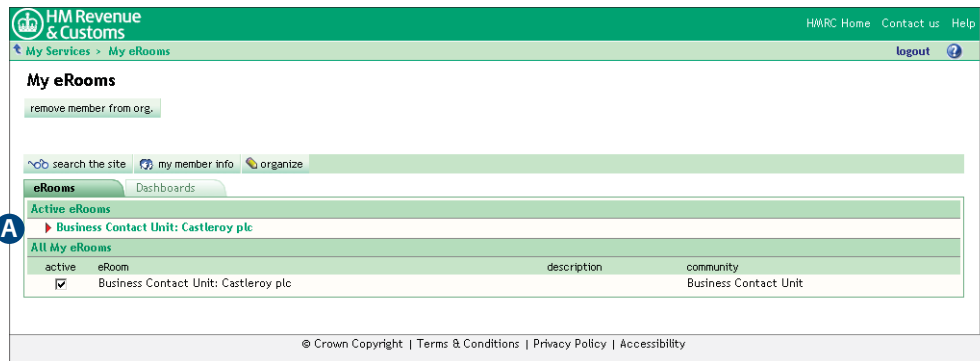


Customer Nominated Contact

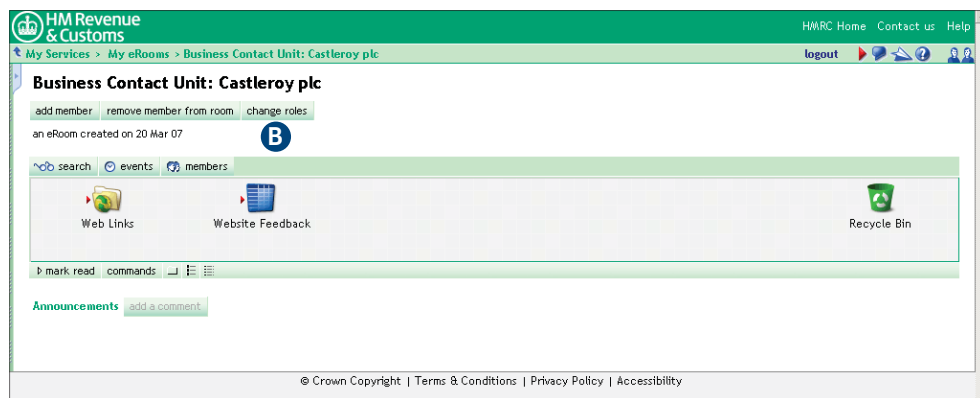
Request to change a Customer Member's role

- 1 Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.



A available Rooms

- 2 Select the **change roles** (B).



B change roles button

3 Check the **checkbox(es)** alongside the relevant member(s) (C) and select **Next** (D).

D Next button

C checkbox(es)

<input type="checkbox"/>	name	email	role
<input type="checkbox"/>	Neil Crosby	neil.crosby@castleroyplc.com	Castleroy plc (Participant)
<input type="checkbox"/>	Karen Elliot	karen.elliott@castleroyplc.com	Castleroy plc (Participant)
<input checked="" type="checkbox"/>	Omar Farager	omar.farager@castleroyplc.com	Castleroy plc (Participant)
<input type="checkbox"/>	Colin Flood	colin.flood@castleroyplc.com	Castleroy plc (CNC)
<input type="checkbox"/>	Wilma French	wilma.h.french@castleroyplc.com	Castleroy plc (Participant)
<input type="checkbox"/>	Andrew Kennedy	andrew.kennedy@castleroyplc.com	Castleroy plc (CNC)
<input type="checkbox"/>	Steven Tyler	steven.m.tyler@castleroyplc.com	Castleroy plc (Participant)
<input type="checkbox"/>	Marjorie Wilson	marjorie.wilson@castleroyplc.com	Castleroy plc (Participant)

8 results found

- C** checkbox(es)
- D** Next button

4 Select an appropriate **role** (E) for the member and select **Next** (F).

F Next button

E Available roles

name	previous role	new role
Omar Farager	Castleroy plc (Participants)	(No Change) E

Available roles in dropdown: (No Change), Castleroy plc (CNC), Castleroy plc (Participant), Castleroy plc (Observer)

- E** Available roles
- F** Next button

5 This screen confirms that your request has been sent to the Room's BAOs for approval.

6 Select Close (G) and return to the Room's homepage.

G Close button

- G** Close button