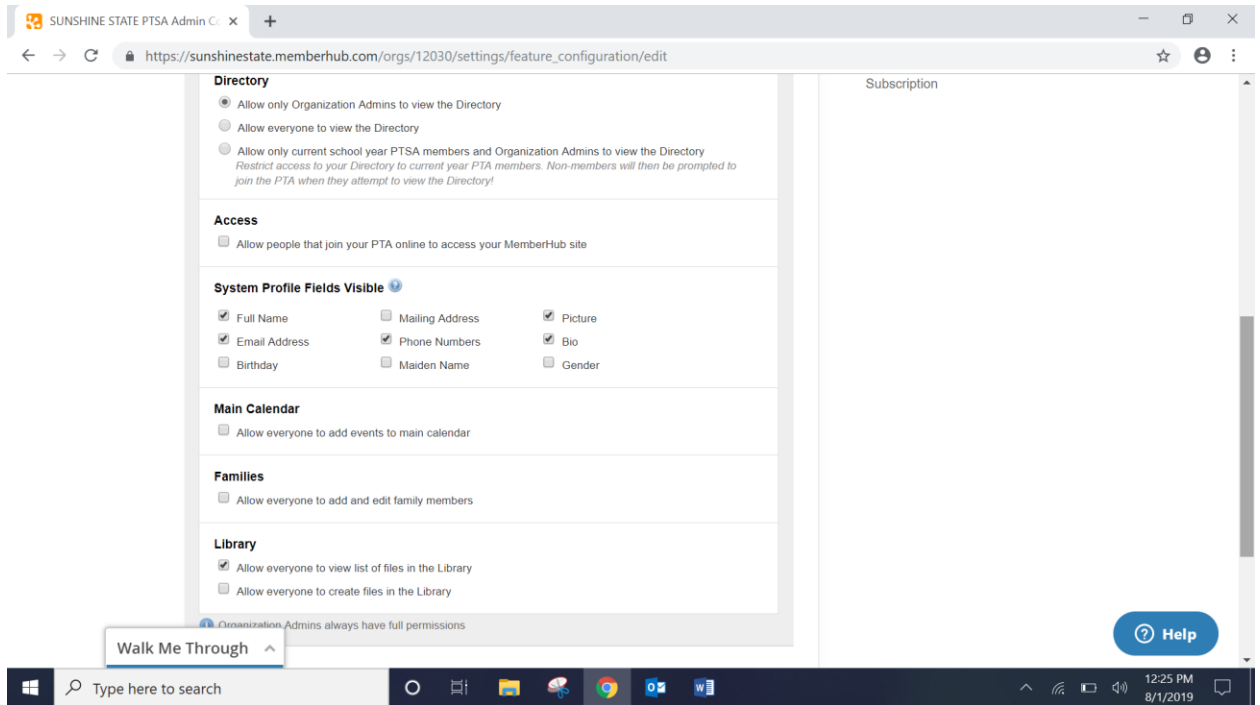


Privacy Settings

1. Click on Admin Console – upper right corner
2. Click on settings – tabs in middle of page
3. Click on features – tabs on middle right



A screenshot of a web browser displaying the SUNSHINE STATE PTSA Admin Console. The browser's address bar shows the URL "https://sunshinestate.memberhub.com/orgs/12030/settings/feature_configuration/edit". The page title is "SUNSHINE STATE PTSA Admin Console". Below the title, there are navigation tabs: "PTSA", "People", "Hubs", "Site Joins", "Settings" (which is highlighted), and "Store Admin". The main content area is titled "Organization Features" and contains three sections: "Hubs", "Directory", and "Access". The "Hubs" section has three options: "Allow everyone to create new hubs" (unchecked), "Allow everyone to see what hubs everyone else is in" (unchecked), and "When a new person is added to your organization, automatically add them to this hub:" (checked), with a dropdown menu set to "Everyone". The "Directory" section has three radio button options: "Allow only Organization Admins to view the Directory" (selected), "Allow everyone to view the Directory" (unselected), and "Allow only current school year PTSA members and Organization Admins to view the Directory" (unselected). Below the third option is a note: "Restrict access to your Directory to current year PTA members. Non-members will then be prompted to join the PTA when they attempt to view the Directory!". The "Access" section has one checkbox option: "Allow people that join your PTA online to access your MemberHub site" (unchecked). On the right side of the page, there is a sidebar titled "Organization Settings" with a list of options: "Profile", "Features" (highlighted with a green arrow), "Administrators", "Dashboard Feeds and Links", "Manage Tags", "Custom Fields", and "Subscription". At the bottom right of the page, there is a blue "Help" button. The Windows taskbar is visible at the bottom of the screenshot, showing the search bar, taskbar icons, and system tray with the time "12:25 PM 8/1/2019".



There are several options you can click or unclick for members to see. If you click on Access, then everyone in the entire directory can see everyone else's information. When it is not clicked the only people, who will be able to access/ see information are the officers.

*As a reminder all County Council Presidents and Region Reps are automatically a member of each local units MemberHub. This allows for easier access to your CC President or Region Rep. They do not have access to change/ edit anything. This is so they can help the local units.