

How to Remove Team Members

Please remember, only Team Owners (AKA DRS Directors) and appointed Team Managers can add & remove members.

1. Log into the DRAP website; <https://www.drap-pa.org/login>
2. After you have logged in, go to [Manage Your County Membership](#).
3. From the Manage Your County Membership page, click on the View button:

County membership



County Directors/Team Owners ^

-  [View/Manage Team Members](#)
-  [How to Renew Team Memberships](#)
-  [How to Add Team Members](#)
-  [How to Remove Team Members](#)

My Account

My Orders

My DRAP Membership

Welcome Andrew Henderson, to your County Membership. If you don't have any memberships listed below, please contact the [DRAP Website Help Desk](#).

Click on the View Members link below to:

- Review your complete listing of current Team members.
- Remove individuals who are no longer members of your Team.

If you have available open seats, click on the Add members link below to add members to your current Team.

Manage Your County Memberships

Name	Created On	Members	
Montgomery County Regular Membership View Members Add Members	January 1, 2022	67 of 71 seats	View



How to Remove Team Members

4. From the Manage Your County Membership section, 1) scroll through your member list to find the user you want to remove and 2) once the member you wish to remove is located, click the Remove button:

County membership » Montgomery County Regular Membership



- [Back to Dashboard](#)
- [Members](#)
- [Add Member](#)

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This county membership has **3 seats remaining**.

Members (67) | [Pending invitations \(1\)](#)

Manage Your County Memberships

Name	Email	Role	Last Login	1 ►►
Adam Hoy	AdamHoy@pacses.com	Member	2 months ago	Remove
1 Amanda Swope	AmandaSwope@PACSES.COM	Member	5 months ago	2 Remove
Andrew Gilmartin	AndrewGilmartin@PACSES.com	Member	1 month ago	Remove

5. Once the desired member has been removed, you will see:
 1. A confirmation of the removal on your screen;
 2. Your Teams available seats increase by one.

County membership » Montgomery County Regular Membership



- [Back to Dashboard](#)
- [Members](#)
- [Add Member](#)

1

☐ Amanda Swope was removed from the county membership.

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2

This county membership has **4 seats remaining**.



How to Remove Team Members

6. Lastly, the DRAP Website Help Desk will receive an automatically generated email to remove the users account from the system:

From: admin@drap-pa.org <admin@drap-pa.org>

Sent: Saturday, November 12, 2022 2:50 PM

To: admin@drap-pa.org

Subject: A member has been removed from a team on the DRAP website

Importance: High

Hello,

This is a notice that a member has been removed from a team on the DRAP website.

The WP user information is:

- Amanda Swope
- AmandaSwope@PACSES.COM
- User ID = 1457

The team information is:

- Team name = Montgomery County Regular Membership
- Team ID = 2564