

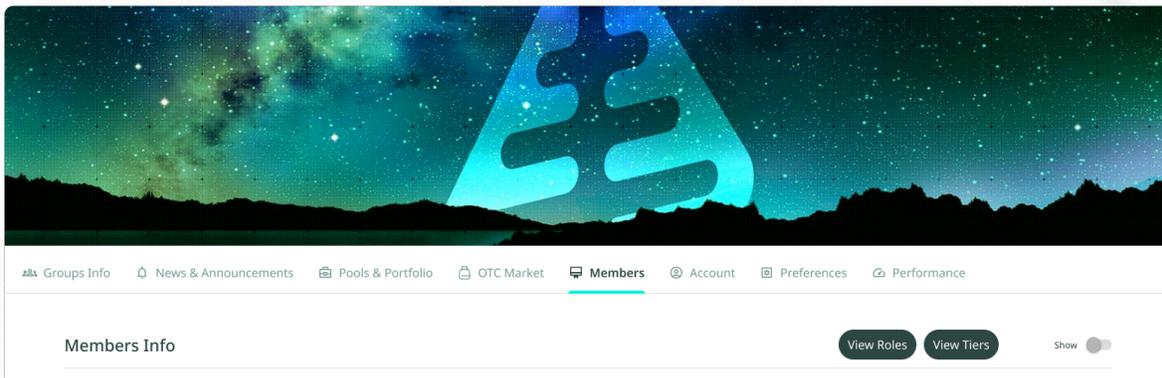
# Edit Group Member Tiers

Please note that this document will be updated periodically.

This feature is only available if you have a role with the relevant rights according to the group settings.

## 1. How to Edit Group Member Tiers?:

- Click on Groups in the main menu, click on the Group you want to edit member tiers for, click on the **Members** tab under the group banner image, and then click on **View Tiers**.



## 1. How to add a new Group Member Tier?:

- Type the name and the percentage fee for the new member tier in the text fields and click the **+ Add this tier** button.
- **IMPORTANT!:**
  - A group can include up to **5 tiers**.
  - The **minimum group fee percentage** for the Raise Module is **2%**.

### Group Tiers & Fees

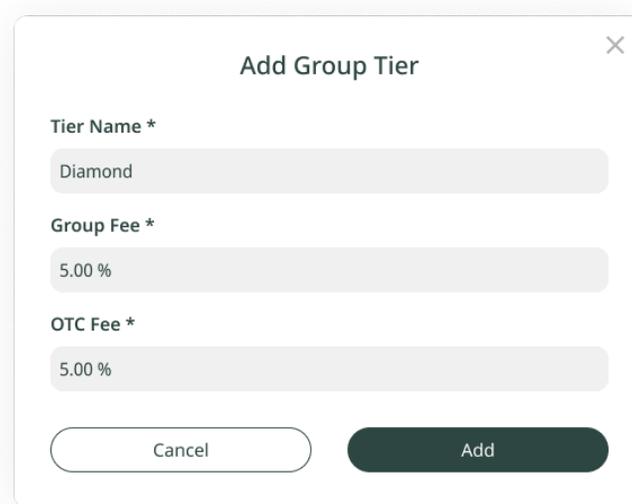
Tier Name	Group Fee	OTC Fee	
Member	11 %	5 %	:
VIP	5 %	2.5 %	:
Tier 3	5 %	2.5 %	:
Tier 4	5 %	2.5 %	:
<b>Non Members Fees</b>			
Non Member	11 %	5 %	:

### Group Tiers & Fees

Tier Name	Group Fee	OTC Fee	
Bronze	11 %	5 %	:
Silver	8 %	2.5 %	:
Gold	7 %	2.5 %	:
Platinum	6 %	2.5 %	:
Diamond	5 %	2.5 %	:
Max 5 tiers allowed			
<b>Non Members Fees</b>			
Non Member	11 %	5 %	:

## 2. How to change the name and/or fee percentage, or delete a Group Member Tier?:

- Actions:
  - i. **Edit:** Modify the name of an existing tier in the text field and click `Save`.
  - ii. **Delete:** Remove an existing tier permanently.
- Change Name/Fee: Click the **'Action'** icon next to the tier. Enter the new name and/or fee percentage in the text fields. Click **Save** to confirm changes.



✕

**Add Group Tier**

Tier Name \*

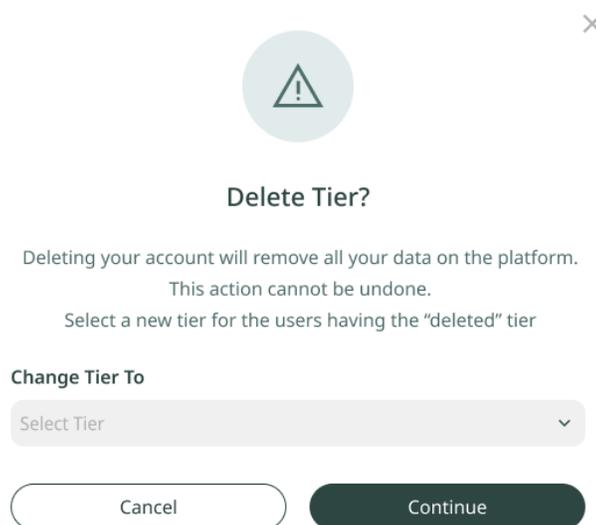
Group Fee \*

OTC Fee \*

Cancel
Add

- Delete: Click the **'Action'** icon next to the tier. Select **'Delete'**, then choose the tier to transfer all current members to Confirm the deletion.
  - i. The **Non-Member Tier** cannot be deleted as it is reserved for default use in public group events or pools.

**IMPORTANT!:** All users assigned to a deleted tier will automatically be set to the default **'Member'** tier if no other Tier is selected.



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**Delete Tier?**

Deleting your account will remove all your data on the platform.  
This action cannot be undone.

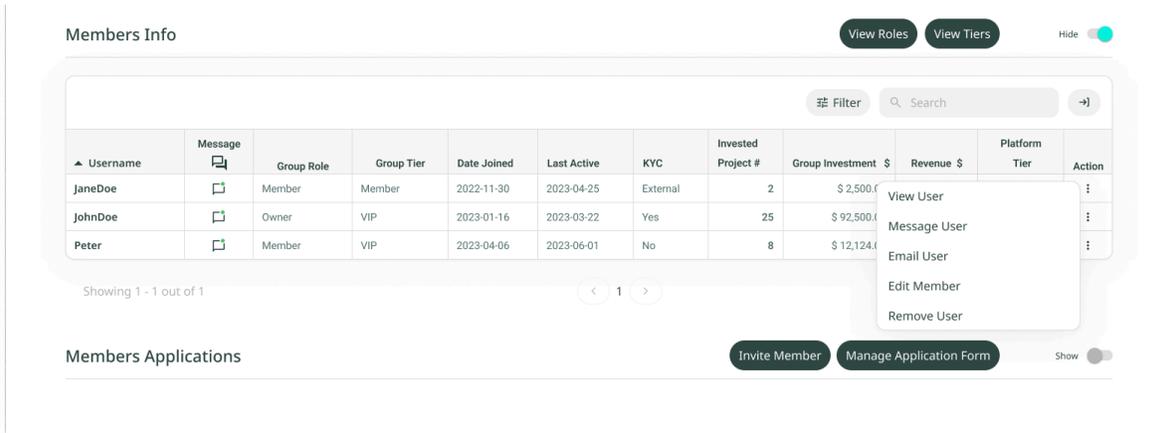
Select a new tier for the users having the "deleted" tier

Change Tier To

Select Tier
▼

Cancel
Continue

### 3. How to assign Group Tier to Members



The screenshot shows the 'Members Info' section of a web application. At the top right, there are buttons for 'View Roles', 'View Tiers', and a 'Hide' toggle. Below this is a search and filter bar. The main content is a table with the following columns: Username, Message, Group Role, Group Tier, Date Joined, Last Active, KYC, Invested Project #, Group Investment \$, Revenue \$, Platform Tier, and Action. Three members are listed: JaneDoe (Member), JohnDoe (Owner), and Peter (Member). The 'Action' column for Peter is expanded, showing options: View User, Message User, Email User, Edit Member, and Remove User. Below the table, it says 'Showing 1 - 1 out of 1' and '1' is displayed in a pagination box. At the bottom, there are buttons for 'Invite Member', 'Manage Application Form', and a 'Show' toggle.

- To assign a **Group Tier** to a member, follow these steps:
  - i. **Navigate to the Group Member Page**
    1. Go to the **Member** section in the designated group.
  - ii. **Find the Member**
    1. View the list of group members.
    2. Use the search or filter options to quickly locate the member you want to assign a tier to.
  - iii. **Edit Member Tier**
    1. Click on the '**Action**' button next to the member's name on the right of the column.
    2. A dropdown will appear displaying the "**Edit Member**" function.
  - iv. **Select the Tier**
    1. Choose the appropriate **Group Tier** from the list.
    2. Available tier may include Admin, Member, or Custom tiers depending on your group settings.
  - v. **Save Changes**
    1. After selecting the desired tier, click '**Save**' to assign the tier to the member.
  - vi. **Confirmation**
    1. The member's tier will now be updated, and they will have the corresponding permissions based on the new tier.
  - vii. **IMPORTANT!**
    1. Only users with appropriate **permissions** (Admin, Group Owner) can assign or change tiers.
    2. Ensure the tier you assign aligns with the responsibilities and permissions the member should have in the group.

## Edit Member



**Username**

JohnDoe

**Group Role**

Select a role



**Group Tier**

Select a tier



**KYC Status**

Not Approved



Only for current group.

Cancel

Save

