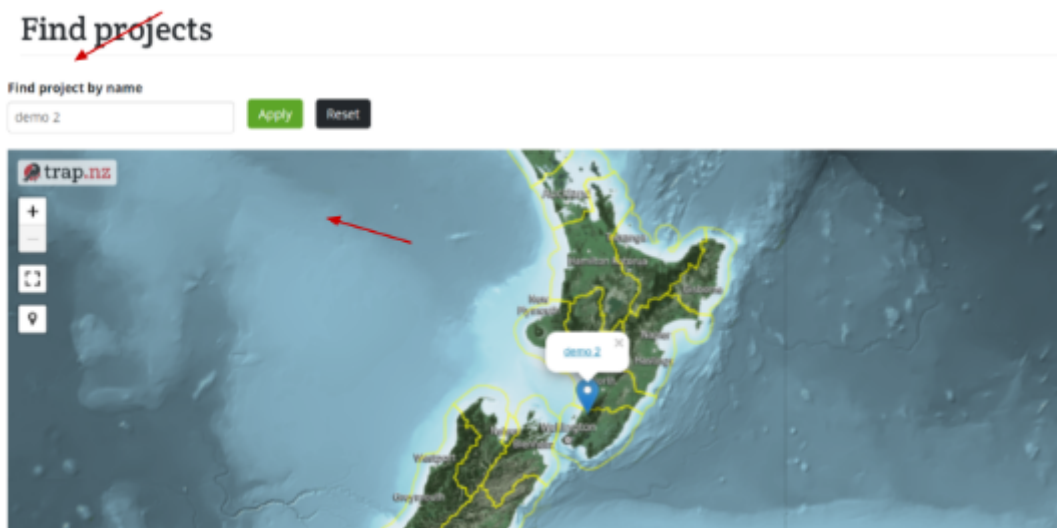


Project permissions showing as “pending”

To join a project you must first create a [Rappt.IO personal account](#)

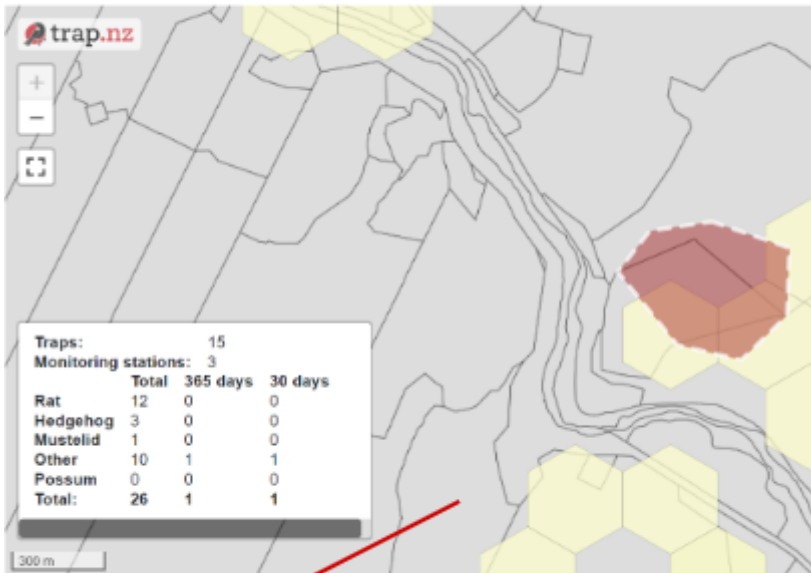
If you have applied to join a project, and when you attempt to access the chosen project it shows an error message “access denied.” This may be because your membership has not yet been approved by the project administrator.

1 Once you have found a project to join and requested to join



2 You will receive an email from Rappt.IO advising your membership in the project is pending

demo 2



Request to join project

Are you sure you want to join *Private group*?

Add a message

I'd like to help in your project.

Join

Cancel

This can only be invited to the project administrator



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3. You will receive an email from Rappt.IO advising your membership in the project is pending

Kia ora

Your request to join [demo 2](#) is pending approval. You will be notified when your membership is approved.

Ngā mihi,
The Trap.NZ Team

4. Once you have completed the joining form, you will now be able to access your Rappt.IO homepage and see the project under "My Projects" you will show as a trapper, however, until the administrator approves your membership you still will not be able to access the project and you will see the message "access denied"


My projects

My Projects

Title	Area (ha)	Members	Your role	Membership
demo 2		2	Trapper	Leave project

[Create a new project](#) [Find a project to join](#)

5. The administrator of the project will be advised via email of your request to join the project.

 **Trap.NZ** <no-reply@trap.nz>
to me ▾

16:16 (6 minutes ago) ☆ ↶

Kia ora Joe Blogg

Joe Blogg (username: JB) has requested to become a member of your project [demo 2](#).

You have been sent this email because you are an administrator for this project. You can activate this membership request via the [demo 2](#) members tab.

Note: New members will only be able to add data to traps and stations that they create, or ones that have been assigned to them. Read more about [managing the members](#) of your project.

Message from Joe Blogg (optional):
hello I want to help in your project

Ngā mihi,
The Trap.NZ Team

6. They can then access their project membership page and change you from pending to active

Members admin

View	Edit	Members	Email invites	Signup form
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If someone already has a Trap.NZ account, you can invite them to join this project by sending them this link:
<https://trap.nz/project/13621398/join>

Or you can use their email address to either invite them to join in the [Email invites](#) section, or add them using the [Signup form](#).

Member list

Members of this project are listed below (including pending members).

▼ Filter member list						
<input type="text" value="Manage members"/>		<input type="button" value="Execute"/>				
<input type="checkbox"/>	Name ^	Role(s)	Joined	Installations assigned	State	Actions
<input type="checkbox"/>	Joe Bloggs JB joe.blogg@nowhere.com	Trapper	26 Feb 2024 - 16:16		Pending	Edit Activate Revoke
<input type="checkbox"/>	Administrator Admin support@trap.nz	Administrator	5 Jul 2022 - 14:21		Active	Edit

[Download CSV](#) [Download XLS](#)

Members granted access by Organisation

7. Once the administrator has activated your membership, you will receive an email from Rappt.IO notifying you of your acceptance and outlining your next steps

Kia ora JB

You are now a member of **demo 2** on Trap.NZ.

Once you're logged in, you can find demo 2 at [demo 2](#) or listed under [My Projects](#)

You can edit your details, change your password and set your preferences at <https://trap.nz/user/123/edit>.

If you don't know your password or you've forgotten it, you can [reset it here](#).

Ngā mihi,
The Trap.NZ Team

Revision #3
Created 26 February 2024 20:25:11 by Lenore Winterburn
Updated 9 July 2024 01:39:19 by Cosmos