

# Publishers: Manage My Teams

*Uplink users can create a "team" to share responsibilities for an ISSN application, including viewing applications and submitting information about applications. All team members receive emails and notifications about every application that was submitted by team members. Uplink users are responsible for managing their own teams, which is done on the "Manage my teams" page.*

What is a team?

A team is a group of Uplink users that have a shared interest in a particular ISSN application or set of applications. Upon registration, each user is required to create a team of one (themselves). You can invite others to join a team by sending them an email invitation via Uplink when you register for your Uplink account, or by adding an existing Uplink user from the "Manage my teams" page. If you decide that you have too many teams or your teams are too large, you can remove yourself from any team. If you are the "admin" of a team, you can add/remove all members of a team or deactivate the team completely. Any Uplink user has the ability to create a new team.

What is the benefit of a team?

Teams are beneficial for groups/organizations that want to share responsibility for applications. All team members will be able to review the status of applications and view any ISSN that are assigned for the team's applications. Since every person on the team will receive communications about each application, it is best to keep teams small and only add individuals that need access to each application.

As a team member, you can:

- leave any team that you are a member of
- access any application submitted by a team member
- send the U.S. ISSN Center a message about any application submitted by a team member
- read messages received from the U.S. ISSN Center about any application submitted by a team member

As a team admin, you can:

- edit team info (team name, email, website, phone, address)
- add a member to an existing team
- remove a member from an existing team
- make an existing member an admin of a team
- remove an existing member's admin privileges
- deactivate an existing team

- the team will no longer appear in the dropdown to select a team on the application form
- re-activate a team

### **Inactive Teams**

If you have deactivated any teams, a "Show inactive" button will appear on the bottom of your screen. If you click "Show inactive," the inactive teams will be shown in your lists mixed in among the active teams.