

# NEW! Group Member Substitution Policy

*This quick guide will explain the new substitution policy and provide a how-to guide on substituting individuals in your organization's group membership.*

Effective December 7<sup>th</sup>, 2023, the number of available group member substitutions has increased. This improvement ensures greater flexibility for organizations, with an increased number of one-time use substitutions. It's important to note that this change will be seamlessly integrated into your organization's group membership during the upcoming 2024 renewal process.

## Substitution Chart:

Group Membership Slots Range	Number of Substitutions
3 – 30	3
31 – 40	4
41 – 50	5
51 – 60	6
61 – 70	7
71 – 80	8
81 – 90	9
91 – 100	10
101 – 199	10
200 – 499	20
500+	50

## Substitute a Slot Instructions:

1. Log in to the [Admin Portal](#).
2. On the dashboard, click **Manage Slots**.
3. If you have any available substitutions listed, you may utilize the substitution by first vacating an existing member from the group.
4. After the slot has been vacated, the Available Substitutions will decrease by 1 and the Available Slots will increase by 1 and ready to be assigned.

**Important Note:** *Once a slot is vacated, it cannot be re-used to add a new member. Each group is allotted a pre-set number of substitutions for the year based on the group size. For example, groups sized 3-30 members are allotted three (3) substitution slots.*

Available Slots: 7

Purchased Slots: 230



Available Substitutions: 5