Controls for onboarding prospective members

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Group admins on Heylo have ultimate control over who can join their group.

Automatic approval

New members can join the group without admin approval.

Manual approval

Prospective members are individuals who have requested to join a manual approval group. When someone requests to join, they are prompted to complete their profile by providing information to help admins meet them before granting approval.

Admins receive a badge indicating the presence of a pending member request on the members tab. Additionally, if opted-in for push notifications, a notification is sent when a new request is submitted.

Any admin in the group can accept or reject membership requests. If a request is rejected, the prospective member is not notified but can reapply at a later time.

Furthermore, admins have the option to direct message prospective members. This allows admins to ask follow-up questions or request additional verification before making a decision. By communicating directly with a prospective member, admins can gather any necessary information to maintain the community's quality standards.

Require Profile Photo

Regardless of approval settings, admins have the option to **require a profile photo** for members joining. When this requirement is enabled, a new member must upload a profile photo before joining the group. This added step helps enhance trust and accountability within the group by ensuring that every member can be easily identified.

If a profile photo requirement is enabled, existing members are not required to upload a photo.