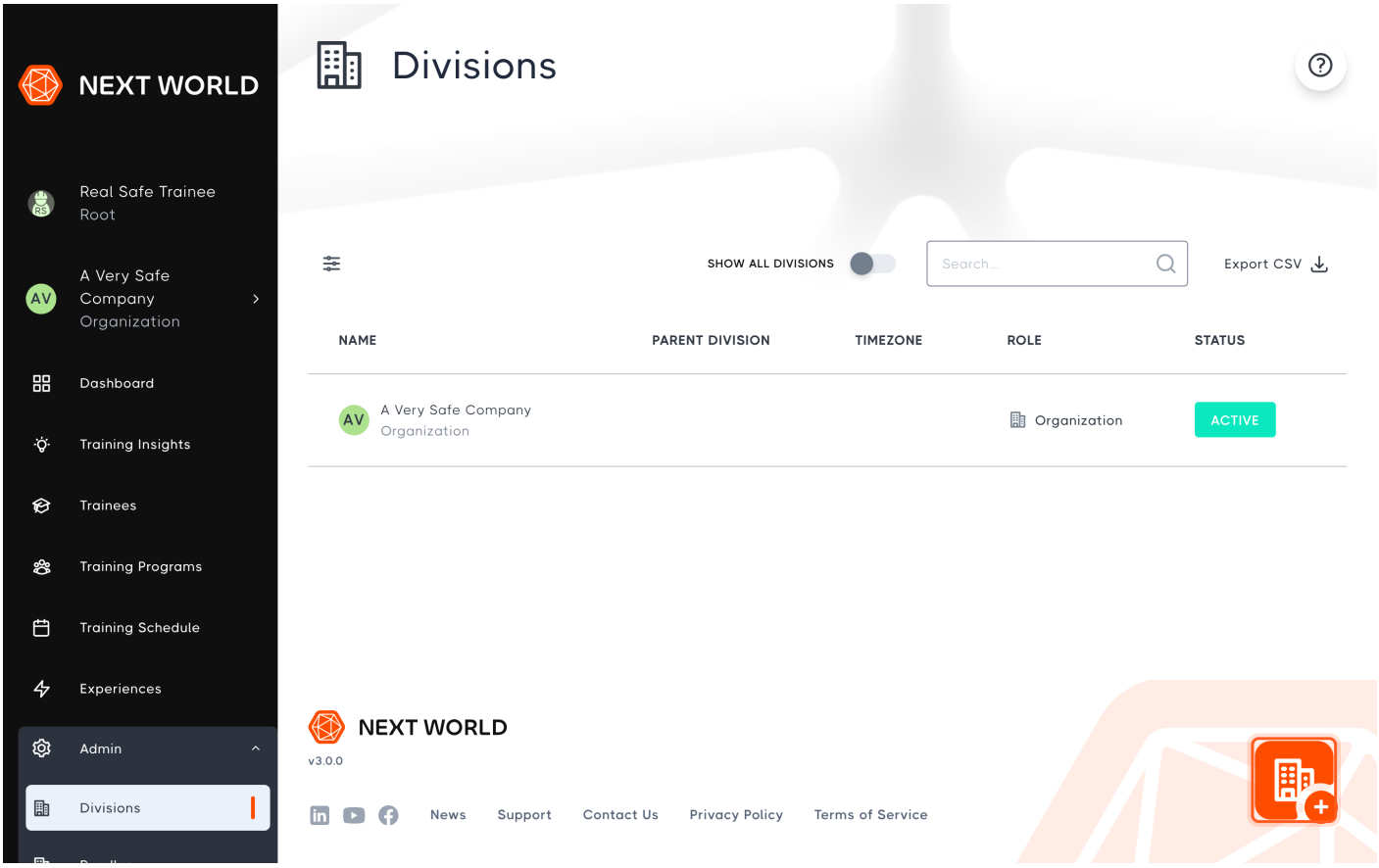
Managing your company or organisation's structure

The **Divisions** page lets you add and edit divisions, subsidiaries or sub-companies within your organisation, allowing for more detailed team and member management.

How to add a new division

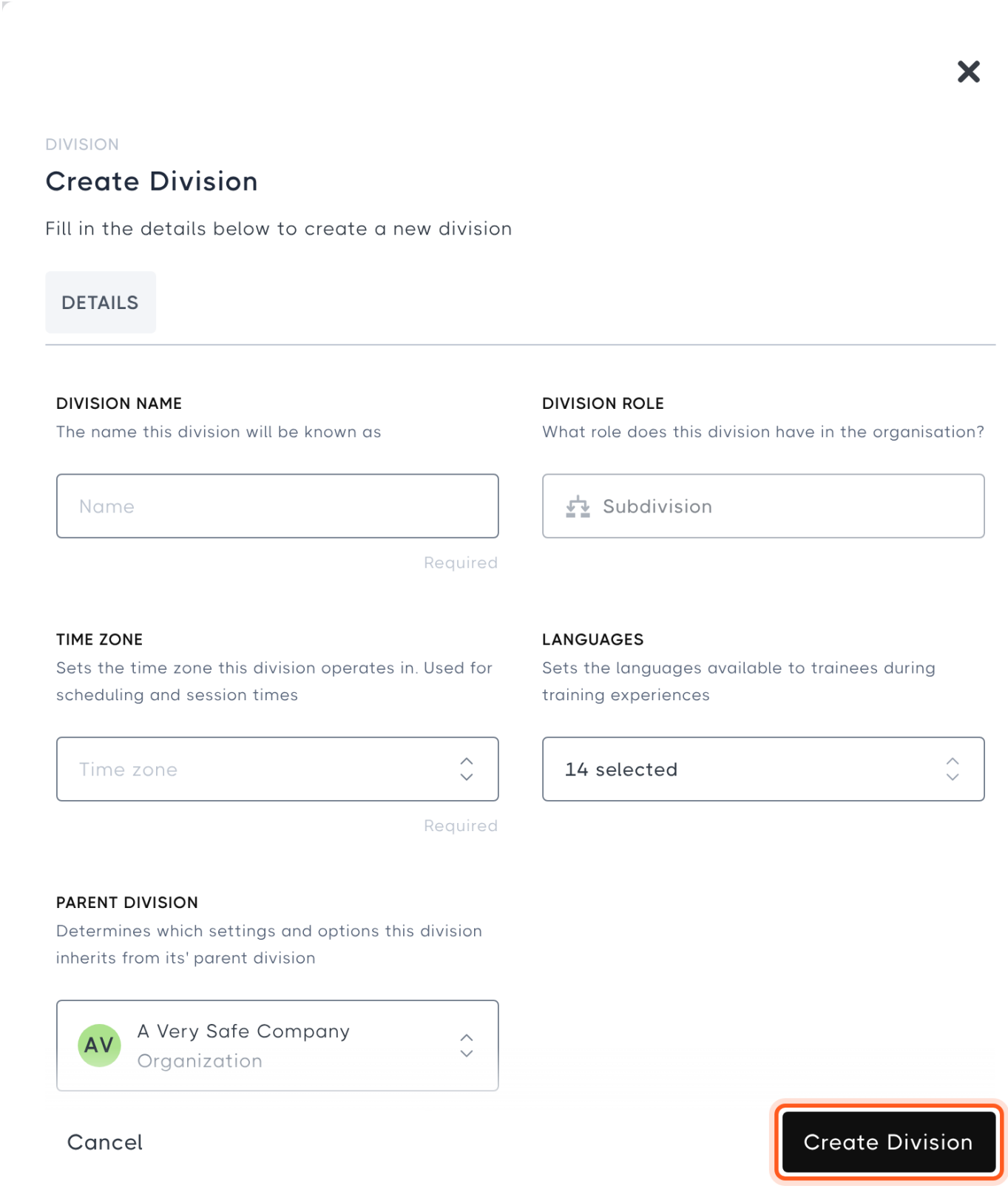
Go to **Admin** > **Divisions** and select the orange **+** button in the bottom-right corner.



Fill in the following details:

- **Division Name**: the name the division will be known as
- **Division Role**: the division's role in your organisation (usually **Subdivision**)
- **Time Zone**: the time zone the division operates in, used for scheduling and session times
- **Languages**: the languages available to its trainees during training experiences
- **Parent Division**: the division this one sits under. The new division inherits settings and options from its parent, including training programs and course bundles.

When you're done, select **Create Division**.



The Divisions page only lists your current division by default. Turn on **Show All Divisions** above the table to see your subdivisions too.

How to edit or archive a division

Go to **Admin** > **Divisions** and select the division you want to edit. On the **Details** tab you can change the division's name, role, time zone, languages and parent. The **Experiences** tab shows which courses are available to the division, and you can change these from the **Bundles** tab. Select **Update** to save your changes.

To archive a division, select **Archive** at the bottom of the **Details** tab. You can't archive the division you are currently viewing the Platform as, so switch to a different division first.

> Archiving a division disables all members, devices, training programs and subdivisions under it. Move anything you want to keep to another division before archiving.

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