

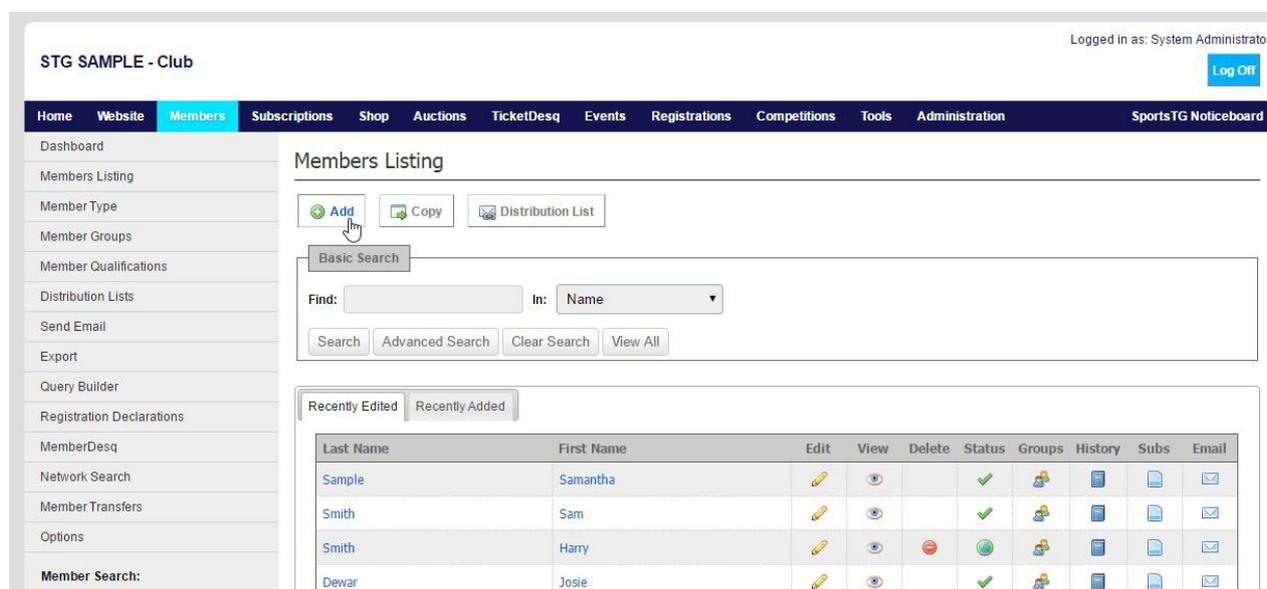
Adding a New Member

Last Modified on 27/07/2017 5:52 pm AEST

Quick Steps: Members > Members Listing > Add

Adding a member allows you to add a new record and relevant personal details to your database. Once you have added a new member, you are in a position to communicate to that member via email, process subscription payments, add the member to an event and many other functions.

1. Within the Management Console, select **Members** from the top menu, then **Members Listing** from the left menu.
2. Click **Add** at the top of the page.



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Basic Search

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Recently Edited Recently Added

Last Name	First Name	Edit	View	Delete	Status	Groups	History	Subs	Email
Sample	Samantha								
Smith	Sam								
Smith	Harry								
Dewar	Josie								

3. Complete all relevant fields for the new member. All fields marked with a red asterisk are required fields and must be completed to add the member to your database.

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Member Details

Name Address Contact Personal Access Membership Links Other Custom Comments Images

Basic Information

First Name: *

Last Name: *

4. Once all fields are completed, click **Save**.

If your Database works on a tabbed layout, don't forget to check all tabs before you click **Save**.

Note: All required fields need to be completed before you can click save and add your new member into your database.

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