**Website instructions:**

**How to update a current member or add a member:**

1. Log in as a member and choose admin view
2. Choose members
3. Choose keyword search
4. Type last name or scroll to the name
5. Select the name
6. Select “edit”
7. Update the renewal date to January 1 of the following year
8. Enter the date paid or month paid
9. Click “save”
10. After you have updated the information on the “contact details” tab, move over to the “membership” tab
11. Select “edit”
12. Update the renewal date to January 1 of the following year. If their membership status changes from a student to active you will need to update it here.
13. Select “save”

**How to add a member:**

1. Log in as a member and choose admin view
2. Choose “members”
3. Then choose “add member”
4. Enter their membership level, their membership start date, Renewal date of January 1 of the following year, name and the renewal date again, if they provide their organization, you can enter it, enter their email address, date or month paid, and click the group participation level of the member if it is listed
5. Select “Save”
6. Then choose the members tab and choose “email new password”

**How to suspend a member:**

1. Log in as a member and choose admin view
2. Choose members
3. Choose keyword search
4. Type last name or scroll to the name
5. Select the name
6. Select “membership tab”
7. Select “lapsed” under membership status
8. Select “save”

**How to unsuspend a member:**

1. Log in as a member and choose admin view
2. Choose members
3. Choose keyword search
4. Type last name or scroll to the name
5. Select the name
6. Select “membership tab”
7. Select “active” under membership status
8. Select “save”

**To update the website:**

1. Log in as a member and choose admin view
2. Select “website”
3. Select the area you want to edit or add to
4. Select “edit”
5. Make the changes
6. Select “Save”

**Update billing info:**

1. Log in as a member and choose admin view
2. Select “account”
3. Make changes
4. Select “save”

**Update administrators:**

1. Log in as a member and choose admin view
2. Hover over “account” and choose manage account administrators
3. Update as needed
4. Select “save”