

Adding a New Member

To add a new member, **Click** on one of the links shown below in the Membership Activities page.



Please note that the **Report Month** is fixed as shown in the picture above. At this time you are unable to change the month for which you are reporting.

Note that at this point you can choose to make no changes by selecting the **No Activity to Report?** Link at the bottom of the window.

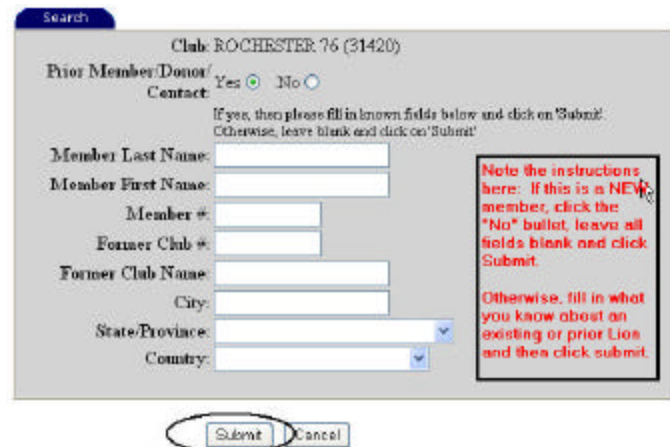
After clicking on that link, you will get a message like the one below:



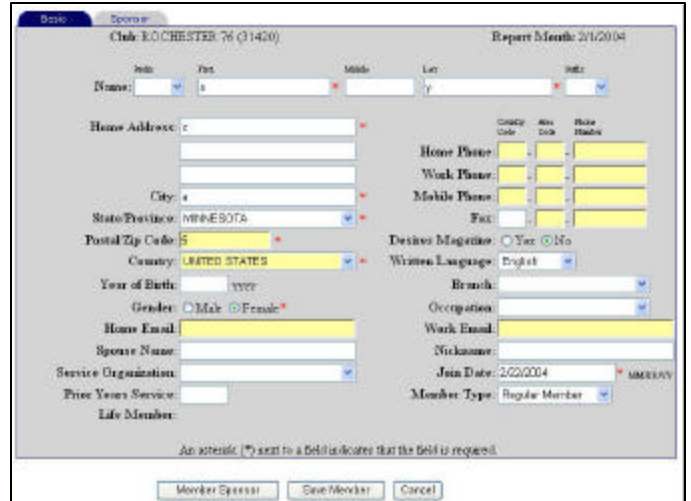
Click "OK", then choose a new function from one of the menus.

Assuming you **do** have an addition to make, and you have clicked one of the links indicated above, you will get the window displayed below:

Follow the instructions on the **Search Window** below.



After a successful **"Submit"**, the **Basic** tab opens, as below.

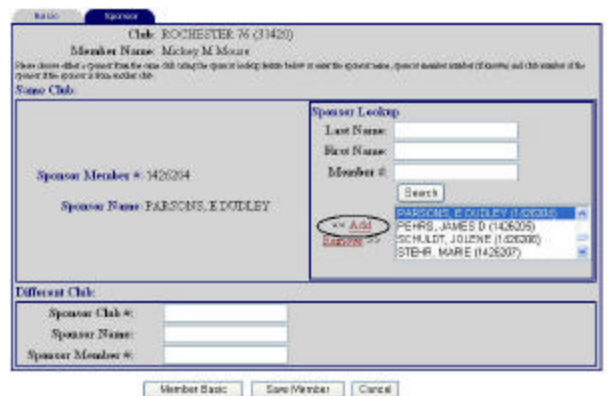


Fill in **ALL** of the required fields (*). In order to move to the next screen, (by **Clicking** on the **Sponsor** tab at the top, or **Clicking** on the **Member Sponsor** or **Save Member Button**, all required fields must be filled. If not, an error message like the one below will be displayed:



To use the **Sponsor** tab, either scroll for and highlight the sponsor name and then **Click** on **Add** as circled below, or **Search** for the sponsor name by filling in **Last Name, First Name or Member #** in the dialog box and then **Clicking** on **Search**.

The successful **add** will fill in the sponsor name and member number as shown in the picture below.



It is also possible to have a sponsor from a different club: Fill in the information at the bottom of the window, and **Click** the **Save Member** button as before.

You will also get a briefly displayed message that the database is being updated, and finally a message that the member has been added. **Click** **OK** to return to the Membership window.