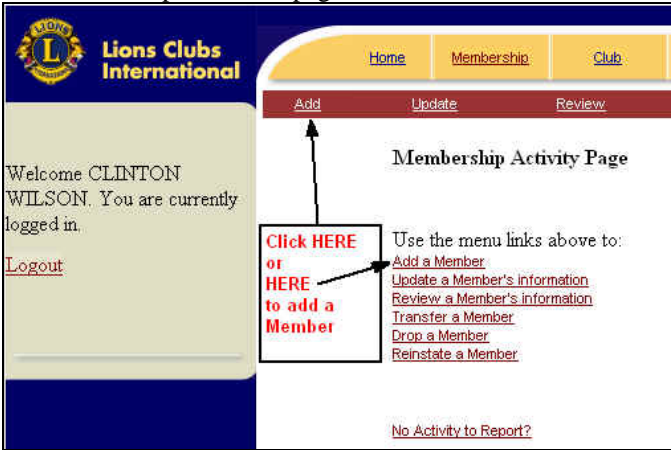


Adding a New Member

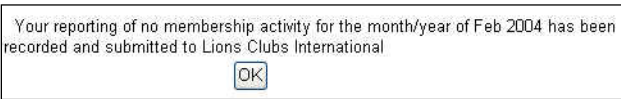
To add a new member, **Click** on one of the links shown below in the Membership Activities page.



If you have not selected a **Report Month** you will be asked to choose it now. The default for this choice is the current month. You can scroll down in the window to pick a previous month if necessary. **You only need to choose reporting month ONCE in each login session.**

Note that at this point you can choose to make **No Change This Month** by clicking in the check box.

After Clicking the **Submit** button, you will get the following message if you choose "No Change..."



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



Otherwise, having chosen a month to report a new member, you will get this message.

Click "OK"

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 above.

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.