

Using the Update and Review Functions

To access the **Update** or **Review** functions of the Membership Reporting System, choose one of links on the Membership Activity page, as shown:

If you choose **Update**, you will be prompted for the date of the change, as in adding, dropping or transferring a member. After making that choice, you will be given the list of members to update, as shown in part below.

Member #:	Name:	Branch:
1420838	ANDERSON, GREGORY	
1420839	CARLSON, COREY	
1420840	CARLSON, PAULA	

Select a member by **clicking** on the member number. More members can be displayed by choosing an additional page at the bottom of this window, not shown here. Alternatively, you can search by member number by entering it in the **Member #** box above, and **clicking** on the **Search** button.

Shown in the next column is the update window that will be displayed.

Complete or change any data that is in the window, and **Click** on the **Save Member** button, shown circled, above.

If you click on the **Member Sponsor** button, you will see the information about the sponsor, but will not be allowed to change that information.

When you choose to **Review** a member, you will not be prompted for a report month, and you will find that all of the fields in the window above are “grayed out”, making it impossible to change any data.