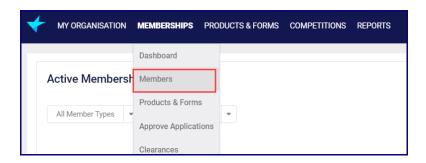
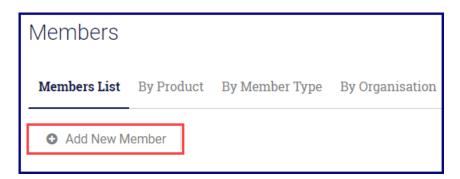


## How do I manually add a member? Last Modified on 07/10/2019 3:23 pm AEDT

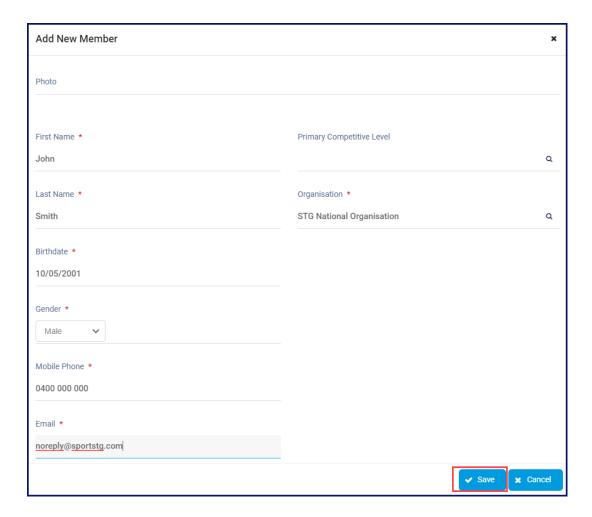
Hover over Memberships and select Members.



From the Members List tab, click Add New Member.



Complete the mandatory information and clickSave.



Once saved, you can click on the member's name to open the record and add additional information if required.

## **Related Articles**