



How do I add members to an Organisation I created?

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NOTE: you must have created an organisation before you add members. Please see the article [How do I Create a new Organisation?](#) to create an organisation.

NOTE: this is the same process as manually adding a member. If you aren't sure how to do that, see [How do I manually add a member?](#)

To add the member to the organisation you created, click on the **magnifying glass** next to **Organisation**.

A screenshot of the 'Add New Member' form. The form has a title bar 'Add New Member' with a close button. It contains several input fields: 'Photo' (with a placeholder image), 'First Name' (required, with a red asterisk), 'Primary Competitive Level', 'Mark' (with a search icon), 'Last Name' (required, with a red asterisk), 'Organisation' (required, with a red asterisk and a search icon circled in red), 'Birthdate' (required, with a red asterisk), and 'Gender' (required, with a red asterisk). The 'Organisation' field currently shows 'PVT Association1'.

Click on the **link** before the organisation you created to select it.

A screenshot of the 'Select Account' dialog. It has a title bar 'Select Account' with a close button. There is a search bar labeled 'Search Accounts'. Below it is a table with two columns: a link icon and 'ACCOUNT NAME'. The table lists two accounts: 'PVT Club A' and 'Club Happy'. The 'Club Happy' row is selected, indicated by a red circle around the link icon. At the bottom right, there are two buttons: 'Clear Value' and 'Cancel'.

This changes the Organisation to the one you created.

Click **Save**. The member will be added to your organisation.

Add New Member

Birthdate *

14/10/2003

Gender *

Male

Mobile Phone *

0444333222

Email *

marks@test.com

✓ Save

Cancel

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