Key Functionality | Add Member

To **Add a Member** begin by navigating to the **Add Member** tab within the **Member Eligibility** section and input the desired **Group ID** or **Group Name** and press **Search.**

Once you search by a **Group ID** or **Name**, matching Groups will appear below. Select the desired **Group** for the new Member.

After a **Group** is selected, the applicable **Subgroups** will appear. You will then select the **Subgroup** in which they wish to add the new Member.

After a **Group** and **Subgroup** are selected, you will then need to enter a Member ID for the new Member.
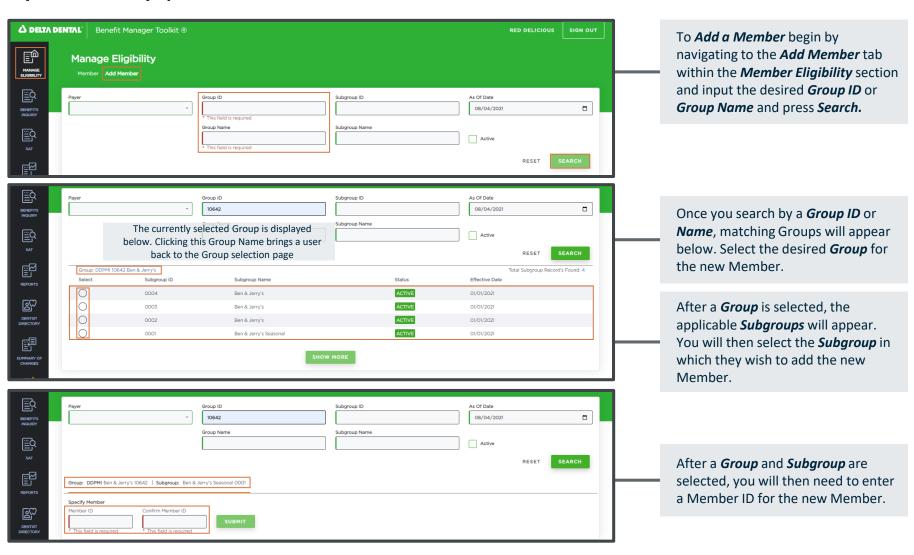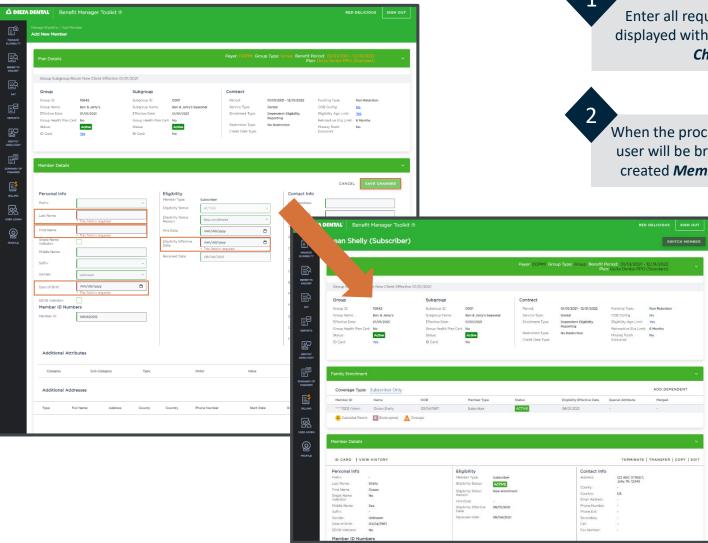
Key Functionality | Add Member (continued)

1 Enter all required information, displayed with red, and select *Save Changes.*

2 When the process is complete, the user will be brought to the newly created *Member's Profile* page.