Manage My Referrals

How do I add a referral type?

To add a referral type, follow these steps:

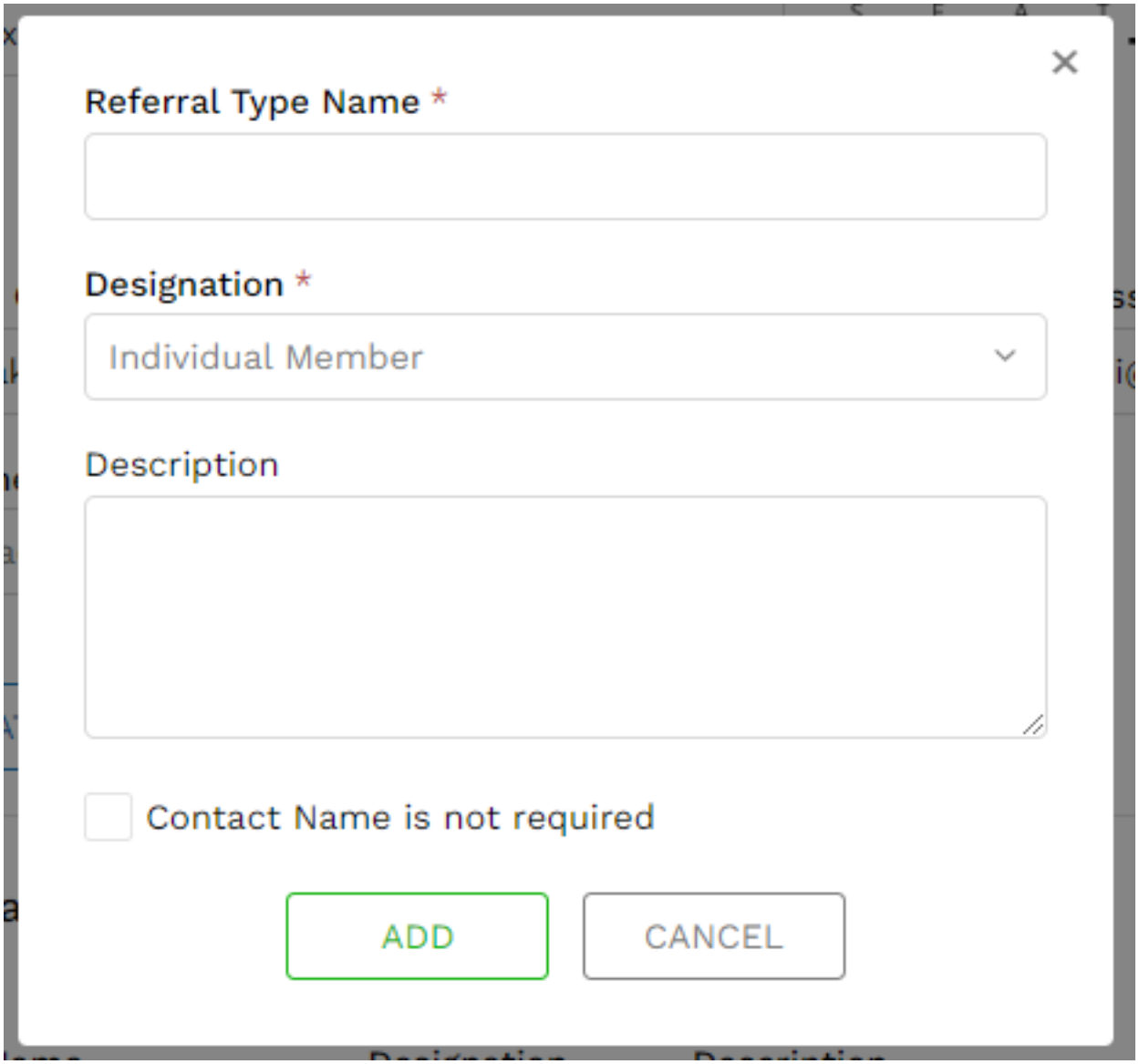
1. Go to the Admin Tools tab at the top.
2. Go to Organization Settings under the Organization Management heading.
3. Scroll down to the Referral Types heading.
4. Click on the green Add Referral Type button.



5. Add a Referral Type name.
6. Choose a Designation–either for All Members or only for an Individual Member.
7. Add a Description.
8. Choose to require or not require a contact name by checking or not checking the box titled, Contact Name is not required.
9. Once finished, click on the green Add button.

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Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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URL: https://help.biznomos.com/content/6/16/en/how-do-i-add-a-referral-type.html