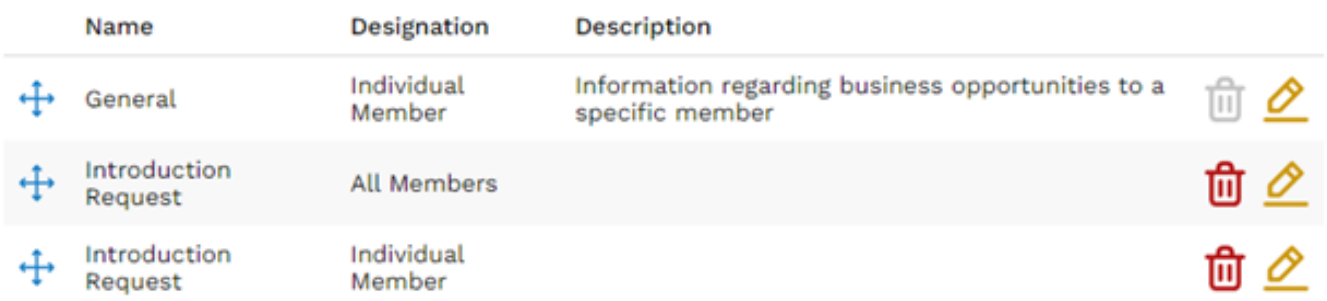
Manage My Referrals

How do I edit a referral type?

To edit 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 yellow pencil icon.



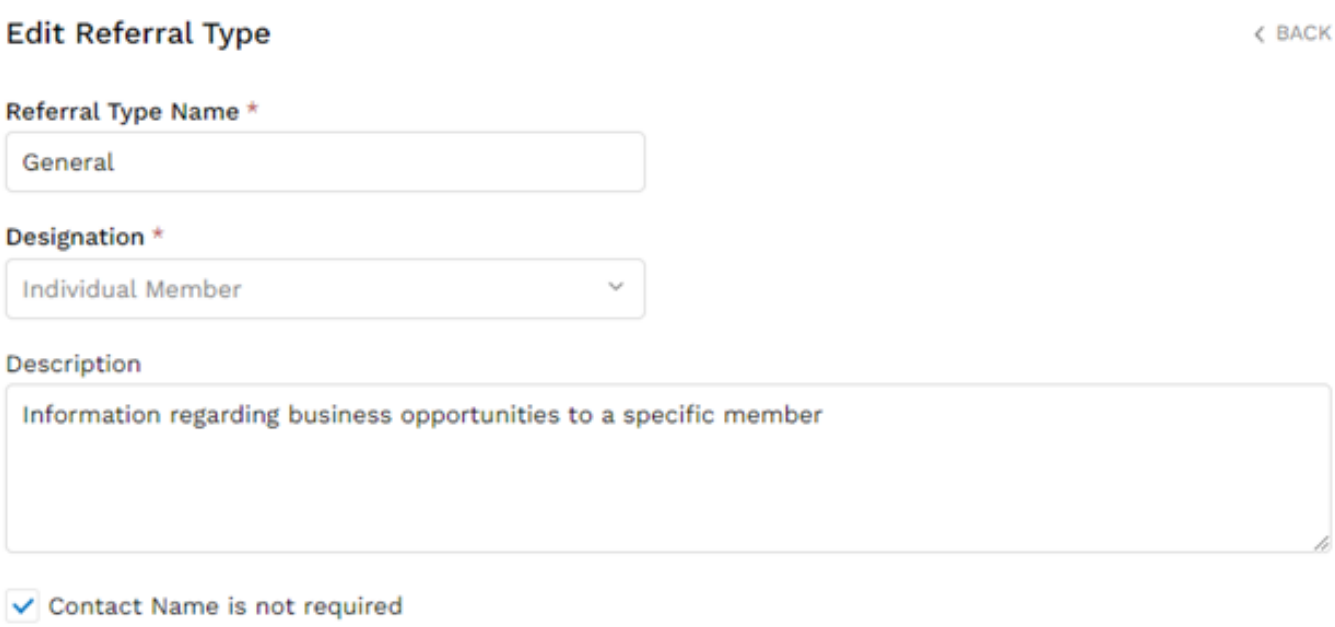
5. Edit referral type by changing:

a. The Referral Type Name

b. Designation - either an Individual Member or All Members

c. Description

d. Choose to require or not require a Contact Name with the checkbox at the bottom



6. Once finished, click on the green Update Referral Type.



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URL: https://help.biznomos.com/content/6/17/en/how-do-i-edit-a-referral-type.html

Manage My Referrals

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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