


Member Management

How do I edit a member?

To edit a member, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Member Management under the Organization Management heading.
3. Select the member you'd like to revise or update:
 - a. Scroll down to find the company you're looking for.
 - b. Search via the search bar in the top right corner.















- c. Filter results by Member Type by expanding the Advanced Options arrow.

Member Type

All

^ HIDE ADVANCED OPTIONS

4. Click on the yellow pencil icon on the far right side of the member's name.

Name		Contact Info	
	Abbey Thomson	abbeythomson@demo.biznomos.com 1 (234) 567-8900	  
	Anthony Rollins	anthonyrollins@demo.biznomos.com 1 (234) 567-8900	  
	Carlee Simon	carleesimon@demo.biznomos.com 1 (234) 567-8900	  

5. Edit the member with the following fields:
 - a. Member ID
 - b. Member Type
 - c. Company
 - d. First Name
 - e. Middle Name
 - f. Last Name
 - g. Email Address

Member Management

- h. Business Title
- i. Business Phone Number
- j. Extension
- k. Mobile Phone Number

Edit Member

Member ID *	Member Type *	
<input type="text" value="894"/>	<input type="text" value="Main Member"/>	
Company *		
<input type="text" value="Fix & Go Collision Care"/>		
First Name *	Middle Name	
<input type="text" value="Dilbert"/>	<input type="text"/>	
Last Name *	Email Address *	
<input type="text" value="Gomez"/>	<input type="text" value="dilbertgomez@demo.biznomos.com"/>	
Business Title	Business Phone Number	Ext.
<input type="text" value="Owner"/>	<input type="text" value="1 (234) 567-8900"/>	<input type="text" value="123"/>
Mobile Phone Number		
<input type="text" value="1 (234) 567-8900"/>		

- I. Email Notifications
 - i. Check/Uncheck All
 - ii. Incoming Referrals
 - iii. Announcements
 - iv. Files Added
 - v. New Events
 - vi. Polls Open

- m. Profile Photo
 - i. Replace or Remove

Member Management

Email Notifications

☐ Check/Uncheck All

☐ Incoming Referrals ☐ Announcements ☐ Files Added ☐ New Events ☐ Polls Open

Profile Photo ?



REPLACE

REMOVE

n. Join date

Joined *

03-02-2017



o. Enter and Confirm Password.

p. Optionally check the Make this member a site admin box.

Password ? *

Confirm Password *

☐ Make this member a site admin

q. Click on the blue Update Member to edit this member in your organization.

UPDATE MEMBER

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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