


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.

^ HIDE ADVANCED OPTIONS

Member Type

All 

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 *

894

Member Type *

Main Member

Company *

Fix & Go Collision Care

First Name *

Dilbert

Middle Name

Last Name *

Gomez

Email Address *

dilbertgomez@demo.biznomos.com

Business Title

Owner

Business Phone Number

1 (234) 567-8900

Ext.

123

Mobile Phone Number

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.

Member Management

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Author: n/a

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