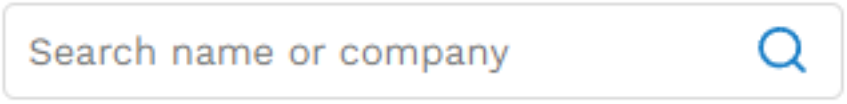
Member Management

How do I hide my member profile from the public?

To hide your member profile from the public, follow these steps:

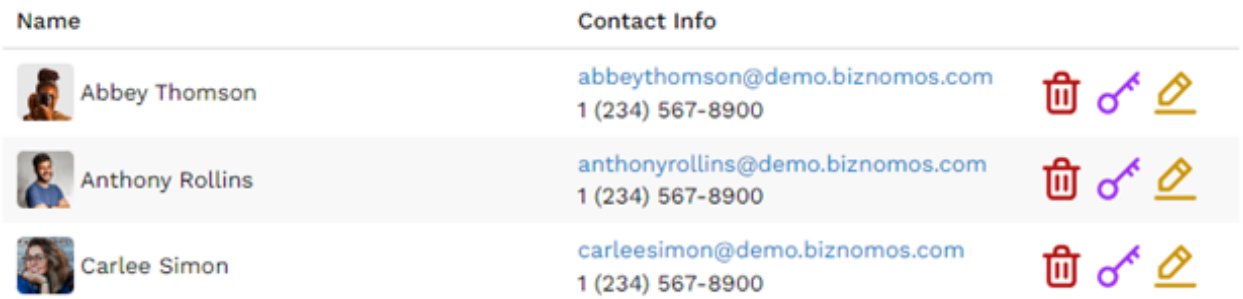
1. Go to the Admin Tools tab at the top.
2. Go to Member Management under the Organization Management heading.
3. Select the member you'd like to hide:
    1. Scroll down to find the member you're looking for.
    2. Search via the search bar in the top right corner.



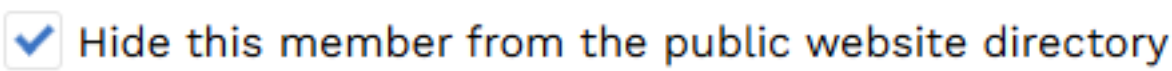
    3. Filter results by member type by expanding the Advanced Options arrow.



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



5. Scroll down and select the checkbox at the bottom that says, "Hide this member from the public website directory".



6. After finishing, click on the blue Update Member button.

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Member Management



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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Author: n/a
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