

# Member Management










## How do I add a member type?

To add a member type, follow these steps:

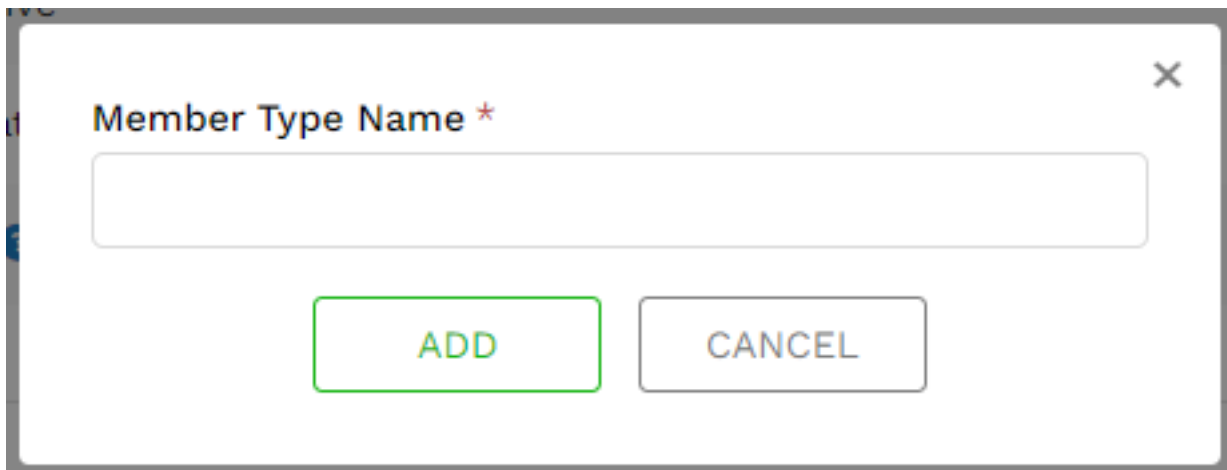
1. Go to the Admin Tools tab at the top.
2. Go to Organization Settings under the Organization Management heading.
3. Scroll down to the Member Types heading.
4. Click on the green Add Member Type button.

### Member Types

ADD MEMBER TYPE

Name	
Main Member	 
Executive	 
Alternate	 
Editor 	 

5. Give your new member type a name.
6. Click on the green Add button. If you no longer want to add a new member type, click on the gray Cancel button.



The screenshot shows a dialog box titled "Member Type Name" with a red asterisk indicating a required field. Below the title is a text input field. At the bottom of the dialog are two buttons: a green "ADD" button and a gray "CANCEL" button. A close button (X) is located in the top right corner of the dialog.

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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