

# Member Management

## How do I edit a member type?

To edit 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 yellow pencil icon.

### Member Types

ADD MEMBER TYPE

Name	
Main Member	 
Executive	 
Alternate	 
Editor 	 

5. Change the Member Type Name.
6. When finished, click on the green Update Member Type button.

## Edit Member Type

Member Type Name \*

Alternate

UPDATE MEMBER TYPE

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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