Add Members

ActivityForum allows groups to have an unlimited number of members

Membership Tab

The "Membership" tab at the top of the page gives access to the membership functions.

Click on the **"Add Member"** option on the left hand menu.

Contact and personal details

ActivityForum allows managers to maintain all the information they need to manage membership lists. There is a very limited information requirement; managers need only enter the Salutation, First Name and Surname and sufficient information to be able to contact the member by post, email or phone.
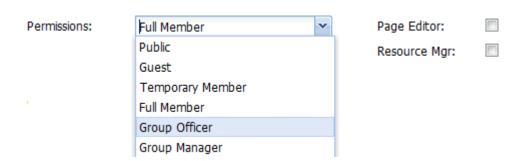
The member can be given a login and password later to enable them to access the member facilities of system.

Add Member

The **Add Member** menu option brings up the membership details entry page.

The only information on this page that must be entered is the salutation, first name and surname. All other entries in this page are optional

The **Membership** Details section of the Add Member tabs deals with the membership information for the member. It deals with such information as when the person joined, when they are due for renewal and what permissions they have within the group.

For most new members the permission will be set to **Guest or Temporary Member.**

For any Fee Paying member, the **Permission** is most likely to be set to **Full Member.**

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The **Contact Details** section of the Add Member page deals with the members contact details. This includes name, address, phone numbers and email addresses etc. The only part of this section that is mandatory is the Salutation, First Name & Surname.

The **Add Picture** option allows a photo to be uploaded for the member and displayed in the member details. Such a picture must be an image file either in jpg or gif format and must be no larger than 30K in physical size. The ideal size for this image will be 122 points wide by 156 points high.

The **Personal Details** section of the Add Member page deals with the members personal information such as date of birth, over 18 flag, and gender etc. All the information in this section is optional

The **Membership** section of the Add Member deals with any subscription information that may be required about the member. All the information in this section is optional

The **Personal Information** section of the Add Member page deals with any other information that may be required about the member. All the information in this section is optional

The **Record Status** option allows the manager to archive the member details (remove them from the member list) when they are no longer required.

Clicking the **save button** at the bottom of the page will add the entered details for the member into the groups member list.

For a complete view of member details click **report**