

How To ADD A MEMBER

Step-by-step guide to add a new member to the Walworth County Alano Club.



Adding a member is easy! Just complete the form and click **Add Member**. That's it!

ADD MEMBER

Enter the member's information below. Fields marked with * are required.

1 Name *

2 Email *

3 Phone

4 Status *

5 Initial Membership Date *

6 Renewal Date *

The date membership is due for renewal.

7 Notes

8  Add Member

 All new members are added as Active by default. You can change the status later if needed.

1 NAME

Enter the member's full name.
Example: John Doe

2 EMAIL

Enter a valid email address.
This is used for club communications.

3 PHONE

Enter the member's phone number.
Use the format (555) 123-4567.

4 STATUS

Choose the member's status.
• **Active** – current member
• **Inactive** – not currently active

5 INITIAL MEMBERSHIP DATE

Enter the date the member first joined the club.
Use the calendar to select the date.

6 RENEWAL DATE

Enter the date the member's membership is due for renewal.
Use the calendar to select the date.

7 NOTES (OPTIONAL)

Add any helpful notes about the member. This is optional.
Examples: mailing address, paid in cash, special circumstances, etc.

8 ADD MEMBER

Click the "Add Member" button to save the new member.
The member will appear in the Members list.

TIPS FOR SUCCESS

- ✓ Be sure to enter the Initial Membership Date. This is the date the member first joined our club.
- ✓ The Renewal Date is when the membership is due for renewal. This helps keep our records current.
- ✓ You can always come back and edit the information later if something changes.
- ✓ Use Notes to record anything that might be helpful to the club or other board members.



WHAT HAPPENS NEXT?

- 1** The new member is saved with a status of **Active**.
- 2** The member will appear in the Members list.
- 3** You can view, edit, deactivate, or delete the member anytime from "View / Manage".
- 4** Use Search / Filter to find the member quickly.
- 5** You can export the list anytime using "Export CSV".



A FRIENDLY REMINDER

Always review the information carefully before clicking "Add Member".
Accurate records help us stay connected and support our members.

*Thank you for
serving our club!*