

# Step 4: Member Types

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## Quick Steps: Members > Member Types

1. Within the Management Console, select **Members** from the top menu, then click **Member Types** from the left hand menu
2. Click **Add** at the top of the page
3. Fill in the Title of your Member Type and click **Save**

**Automatic Membership Numbers:** refers to whether members with this Member Type should be automatically assigned member numbers on registration

**Apply Approval Process:** refers to whether members with this Member Type need to be approved before they are confirmed as members

## Copying a Member Type

1. Within the Management Console, select **Members** from the top menu, then click **Member Types** from the left hand menu
2. Click **Copy** at the top of the page
3. Select the Member Type you wish to copy and click **Copy**

## Editing a Member Type

1. Within the Management Console, select **Members** from the top menu, then click

**Member Types** from the left hand menu

2. Click the edit icon on the relevant Member Type you wish to update

3. Update the relevant information and click **Save**

### **Additional Information**

Remember, Member Types define the category that the member sits in, where as Subscription Types determine the amount that the member has to pay.

### **Related Articles**

[template("related")]

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