

Adding & Amending Member Groups

Last Modified on 20/02/2017 12:11 pm AEDT

Quick Steps: Members > Member Groups > Add

1. Within the Management Console, select **Members** from the top menu, then **Member Groups** from the left menu
2. Click **Add** at the top of the page
3. Complete all relevant fields for the new Member Group. All fields marked with a red asterisk are required fields and must be completed to add the group to your database:

Data Entry: allows for the option to add extra text against a member's involvement in a group. Select this to Yes and add a Title (eg. Best Time, Grading Level, Date Added, Year Obtained) depending on what the Data Entry Field will be used to collect.

Member Access: when set to Yes, members will be able to opt into the group when joining or renewing their registration in MemberDesq.

Publish: allows members to see what groups they are members of when logged into MemberDesq. This can be used for public groups such as teams or training squads.

Show At State Association Level (Tier 1 Organisation Only): if Yes is selected, will display at Tier 2 level.

Show At Club Level (Tier 1 or 2 Organisations Only): if Yes is selected, will display

at Tier 3 level.

Archive: if Yes is selected will archive this member group from view.

Order: will determine what order the groups display in on the MemberDesq Portal when either Member Access or Publish is set to Yes.

4. Once all fields are completed, click **Save**.

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