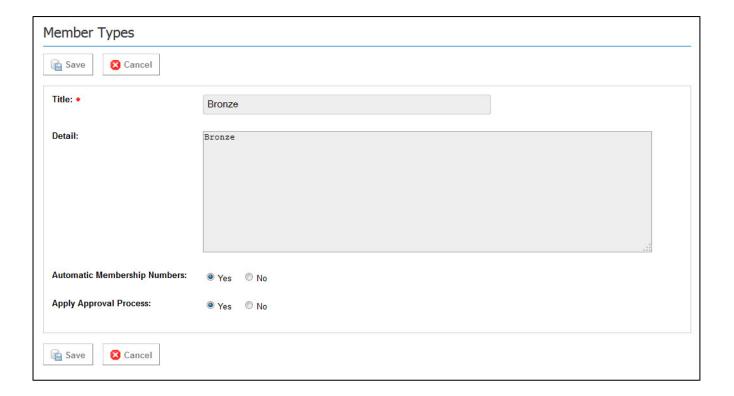# Managing Membership Numbers by Member Type

Last Modified on 15/09/2016 11:08 am AEST

Quick Steps: Members > Member Types

This option enables you to apply further control over which Members are assigned a member number.

1. Go to **Members**, then select **Member Type** from the left hand menu

2. Select **Edit**, then move your cursor to the **Automatic Membership Number**s option.

2. Select **Yes** for each Member Type that should automatically assign a Membership Number.

3. To apply an Approval Process, select **Yes** to **Apply Approval Process.** This will ensure any registered member (including those added manually) are listed as a **Pending** member until verified by an administrator and changing their status to **Active.**

4. Click **Save.**

CHANGING A MEMBER TYPE

If a member does not have an existing Member Number and their Member Type is changed to one which automatically assigns a Member Number, a new member number

will be assigned.

If a member has an existing Member Number and their Member Type is changed, they will retain their existing Member Number, regardless of the new Member Type settings.

Related Articles

[template("related")]