

Member Qualifications - Adding, Copying, Editing

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Quick Steps: Go to **Members > Member Qualifications**

Adding a Member Qualification:

1. Within the Management Console, select **Members** from the top menu, then click **Member Qualifications** from the left hand menu
2. Click **Add** at the top of the page
3. Select from the qualification options and click **Save**

Additional Information: before you can add a qualification, you will first need to add the qualification options.

Click on the cog next to each of the following, enter a title and click **Add Option**

Qualification Name: refers to the discipline that the member is qualified in

Qualification Type: refers to the type of qualification they have achieved

Qualification Level: refers to the level of qualification they have achieved

Copying a Member Qualification:

1. Within the Management Console, select **Members** from the top menu, then click **Member Qualification** from the left hand menu

2. Click **Copy** at the top of the page

3. Select the Member Qualification you wish to copy and whether you wish to copy the attached members. Click **Copy**

Editing a Member Qualification:

1. Within the Management Console, select **Members** from the top menu, then click **Member Qualification** from the left hand menu

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

3. Update the relevant qualification options and click **Save**
