

## Add an Administrator or Member

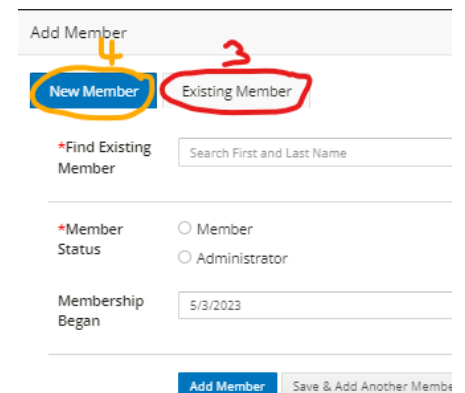
1. Find the conference or council where you want to add the member;
2. Click on +ADD;



3. Click on EXISTING MEMBER to check if the member is in the database, add member if the member is found;
4. Click on NEW MEMBER and add necessary information.

\* **Member Status:** choose administrator to give administrator rights;

**Login Information:** A username can be anything (email, variation of the members' name, etc.). The password should have at least 8 characters and include letters, numbers and special characters.

A screenshot of the 'Add Member' form. At the top, there are two buttons: 'New Member' (blue, circled in yellow with a '4' above it) and 'Existing Member' (red, circled in red with a '3' above it). Below these buttons is a section for finding existing members, labeled '\*Find Existing Member', with a search input field 'Search First and Last Name'. Below that is a section for '\*Member Status' with two radio buttons: 'Member' and 'Administrator'. Below that is a section for 'Membership Began' with a date input field showing '5/3/2023'. At the bottom, there are two buttons: 'Add Member' (blue) and 'Save & Add Another Membe' (grey).