

1.1 Managing Group Memberships - Member

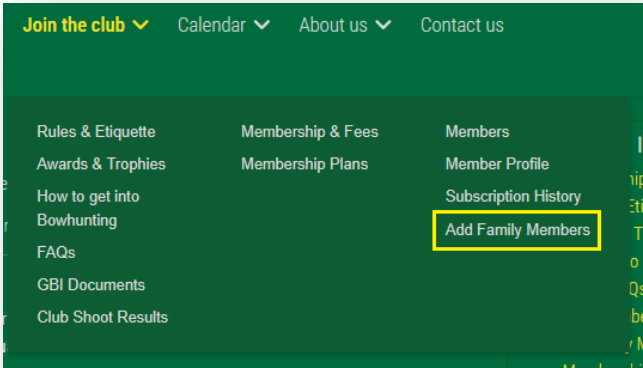
To manage the group members of the **Family** subscription, the **Group Admin** (i.e., the member who created/owns the Family membership) needs to log into the Grange Bowmen Inc. website with their own login credentials and navigate to **Join the club | Add Family Members**.

*NB: This menu item is only available to the member with the **Add Family Admin** ACL and can only add members to their own Family membership.*

*Moving from the **Family – New** or the **Family - Upgrade** memberships, the Add Family Admin will need to add their family members to the new **Family – Renewal** membership.*

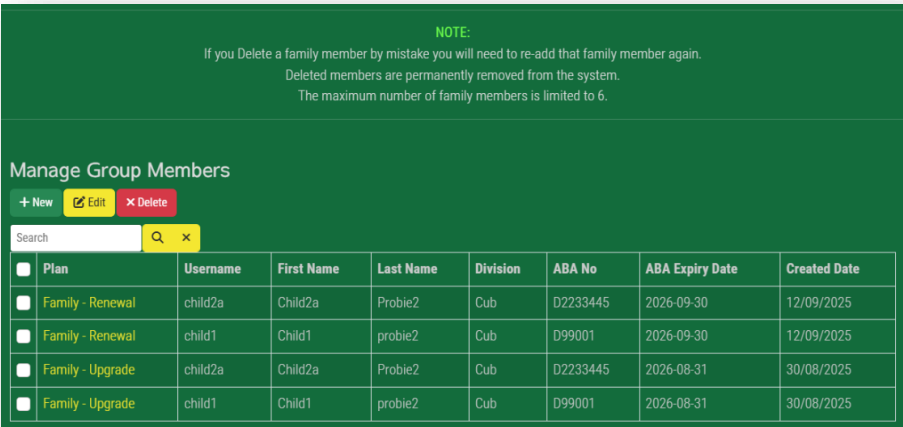
*Once the **Family – Renewal** membership has been purchased, and then subsequent renewals are purchased, the system will automatically update all the group member subscription details. There is no need to re-add the group members.*

If the member who created/owns the Family membership has difficulty and cannot add their family members, then the GBI site admin can add the members to the users group membership. Refer to section **Error! Reference source not found.** above for details.



From the page you will be able to create, edit and delete a family member via the toolbar. The **Buttons/controls** for the New/Edit membership are:

- New – allows you to create a new (family) group member.
- Edit – allows you to modify an existing (family) member.
- Delete – allows you to permanently delete an existing (family) member.



1.1.1 New Group Member

NB: The maximum number of family members is limited to 6.

Click on the **New** button and complete the form for the new family member. The **New User** option is the default selection, just enter the details for the new user (family member).

If the family member is already registered on the system, select the **Existing User** radio option to display the **Existing Username** field. Once you type in the existing username and tab to the next field, it will pre-populate some of the remaining fields for you.

Most of the fields are mandatory. Once completed just click the **Save & Close** button.

The screenshot shows a 'New Member' form with a green header. At the top left of the header are buttons for 'Save', 'Save & Close', and 'Cancel'. Below the header, there are two radio buttons: 'New User' (selected) and 'Existing User'. The form contains the following fields: 'Existing Username' (disabled), 'First Name', 'Last Name', 'Gender' (dropdown), 'Date of Birth' (calendar), 'Division' (dropdown), 'ABA No', 'ABA Expiry Date' (calendar), 'Phone', 'Email', 'Address', 'Suburb', 'State' (dropdown), 'Postcode', 'Comment' (text area), 'Emergency Contact Name', 'Emergency Contact Number', 'Legal Parent/Guardian Name', and 'Legal Parent/Guardian Number'.

1.1.2 Edit Group Member

Click on the **Edit** button and modify the user details on the form for the family member.

Most of the fields are mandatory. Once completed just click the **Save & Close** button.

1.1.3 Delete Group Member

NB: If you Delete a family member by mistake you will need to re-add that family member again.

Deleted members are permanently removed from the system.

Click on the **Delete** button and to permanently remove the user details from the system.