

# Adding a Member Type

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## Quick Steps: Members > Member Types > Add

Member Types help the organisation to group members based upon their reason for Membership. Each member in the database is assigned a Member Type, and examples of Member Type include Athlete, Official, Volunteer, and Social Member. These can be added or edited if needed by your organisation.

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

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

3. Complete all relevant fields for the new Member Type.

- **Automatic Membership Numbers:** members with this Member Type should be automatically assigned member numbers on registration.
- **Apply Approval Process:** members with this Member Type need to be approved before they are confirmed as members.

**Tier 1 or Tier 2 Console Users have the following additional options:**

- **Syndicate to State Level (*Tier 1 Organisation Only*):**
  - Yes - Enabled: Shows the Member Type at State Level, and State Administrators can add members to this Type.
  - Yes - Disabled: The Member Type is visible only at State level; members cannot be added to this Type.
  - No - The Member Type does not show at State Level
- **Syndicate to Club Level (*Tier 1 or Tier 2 Organisation*):**
  - Yes - Enabled: Shows the Member Type at ClubLevel, and Club Administrators can add members to this Type.
  - Yes - Disabled: The Member Type is visible only at Club level; members cannot be added to this Type.
  - No - The Member Type does not show at Club Level

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

If you're creating a lot of Member Types at once, copying and editing them might be a faster option.

The **Copy** function is located at the top of the Member Types page. Once clicked, select the relevant Member Types to be copied, and click **Copy**. Then select the **Edit** button to change the required information.

**Additional Information:** Copying a Member Type will not copy members attached to that Member Type across. If you need to transfer members into the new Member Type, use the Transfer option. Information on how to do this can be found in the article: [Transferring Member Types](#)

**Note:** Member Types define the category that the member sits in, where as Subscription Types determine the amount that the member has to pay.

## Related Articles

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