

Editing Member Information

This action is used to make updates to an alumnae chapter member's record.

This guide illustrates how to edit member records. If an alumnae chapter receives updated member information, the chapter should use this action to save the updates to the Sorority's database.

To update a member's record, the member must first be listed on the alumnae chapter's member roster in Beta Base. To add a member to your chapter's member roster, refer to the Resources section of GammaPhiBeta.org.

Editing Member Information

1. Navigate to Members > Actions > Edit Member Information and select Edit Profile under the member whose information you would like to update.

Tip: To find other members, search using the alphabet by last name.

The screenshot shows the Beta Base interface. At the top, the 'MEMBERS' menu item is circled in red. Below the navigation, the breadcrumb path 'MEMBERS > Actions > Edit Member Information' is shown. A dropdown menu for 'Test Alumnae Chapter' is visible. Below that, there is a 'Filter' section with '-All-' selected and a 'Find' button. An 'Indexes' section shows an alphabet grid where 'A', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', and 'P' are highlighted with blue boxes, and the entire grid is circled in red. Below the grid, a member profile for 'Kootsillas, Abigaile' is displayed, including her email 'akootsillas@gammaphibeta.org', her title 'Alumna Member', and her member number. The 'EDIT PROFILE' button is circled in red.

2. Make any necessary changes to the member's information. If you accidentally chose the wrong individual, use Return to Roster to navigate to the previous page.

Tip: If the update requires a name change, the member will need to log in to her member profile on GammaPhiBeta.org and update her name.

RETURN TO ROSTER

Member Information

Home Address

Address 1

Address 2

Address 3

City

State

ZipCode

Country

Preferred Mail

Preferred Bill

Preferred Ship

Cell Phone

Home Phone

Work Phone

Seasonal Address

Address 1

Address 2

Address 3

City

State

ZipCode

Country

Preferred Mail

Preferred Bill

Preferred Ship

Save Cancel

Email

Date of Birth

Initiation Date

Initiating Chapter

Member Number

Chapter

3. Choose Save to save changes or Cancel to restore the record. Click Return to Roster to go back to the original screen. Changes may take up to 10 minutes to reflect in the database.

Save Cancel