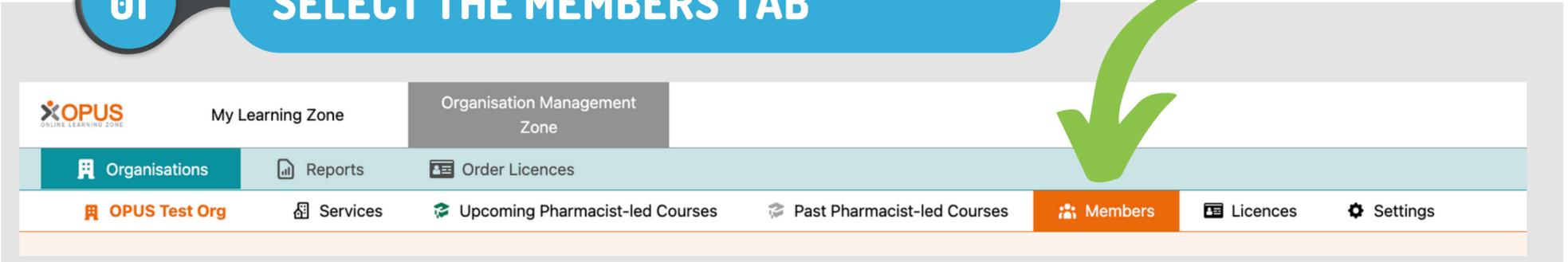


BEGINNER'S GUIDE TO ADDING NEW INDIVIDUAL MEMBERS TO YOUR ORGANISATION

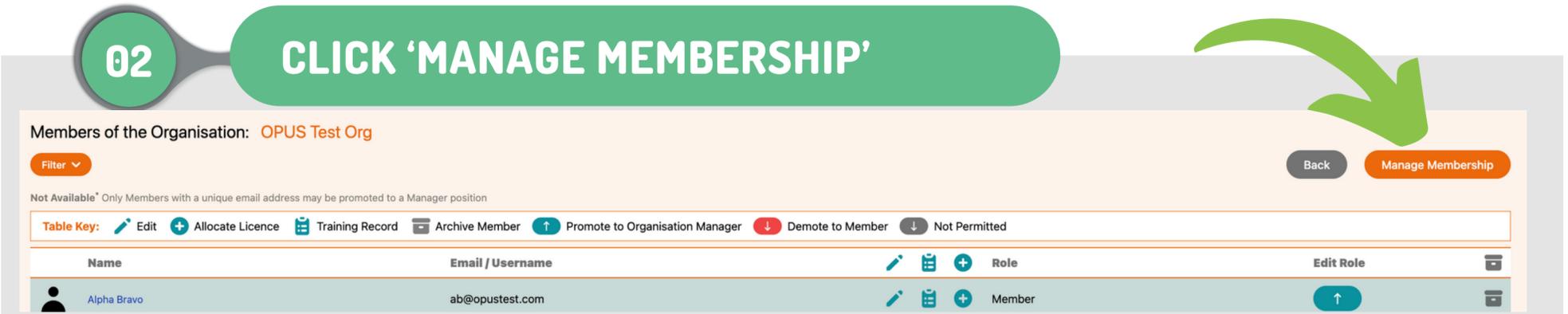
01

SELECT THE MEMBERS TAB



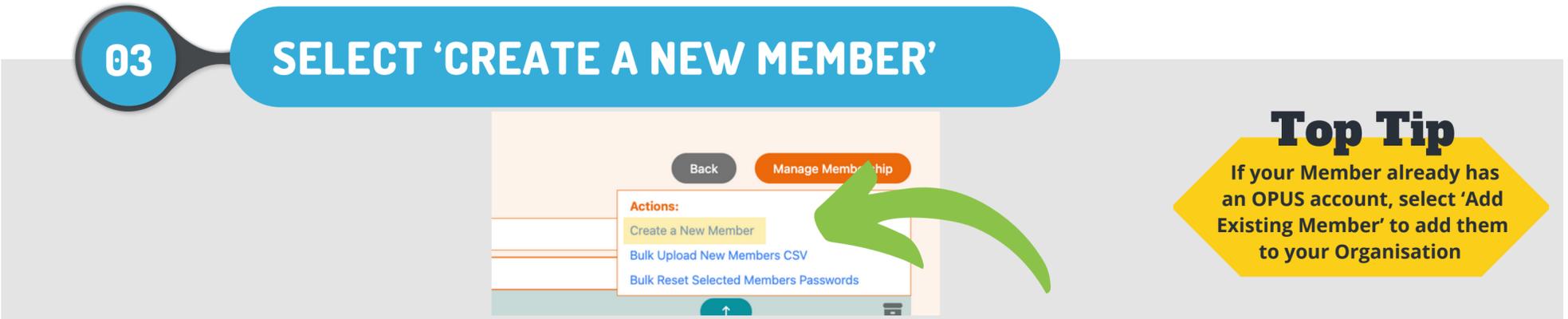
02

CLICK 'MANAGE MEMBERSHIP'



03

SELECT 'CREATE A NEW MEMBER'

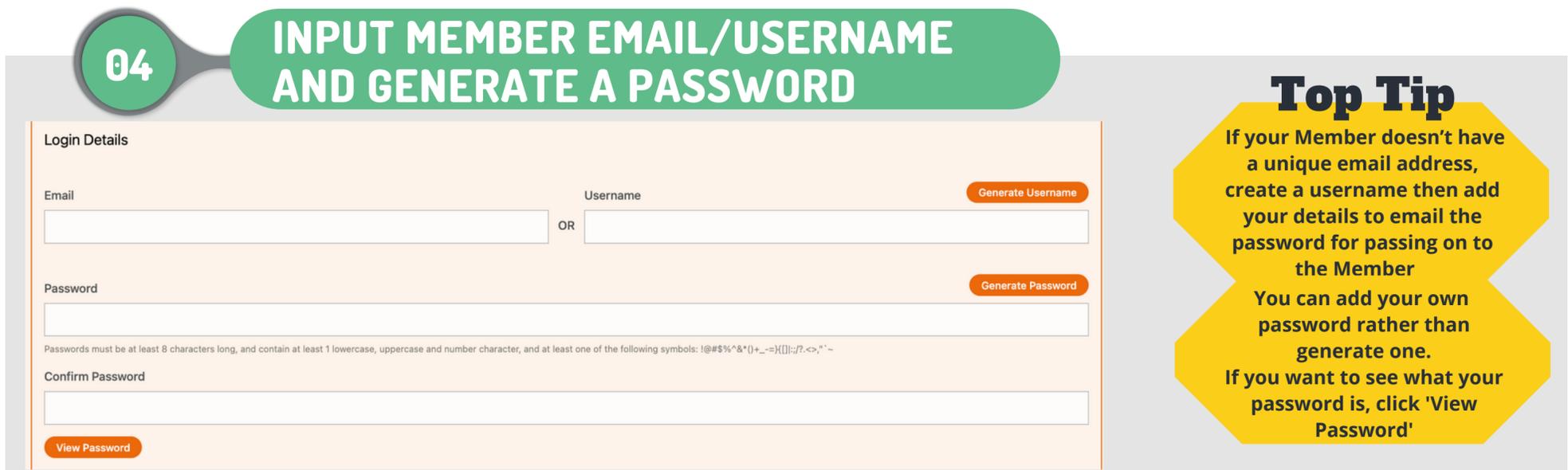


Top Tip

If your Member already has an OPUS account, select 'Add Existing Member' to add them to your Organisation

04

INPUT MEMBER EMAIL/USERNAME AND GENERATE A PASSWORD



Top Tip

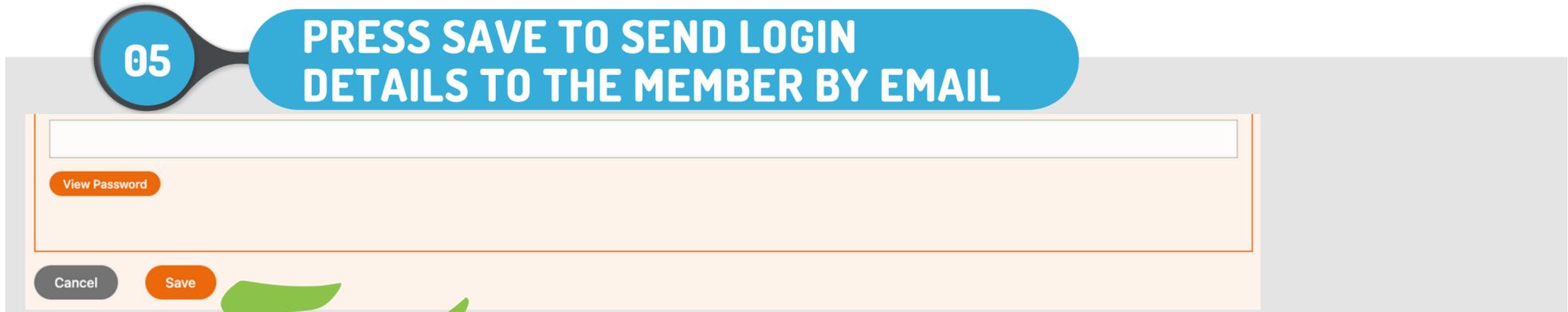
If your Member doesn't have a unique email address, create a username then add your details to email the password for passing on to the Member

You can add your own password rather than generate one.

If you want to see what your password is, click 'View Password'

05

PRESS SAVE TO SEND LOGIN DETAILS TO THE MEMBER BY EMAIL



EASY!