

Edit Staff List

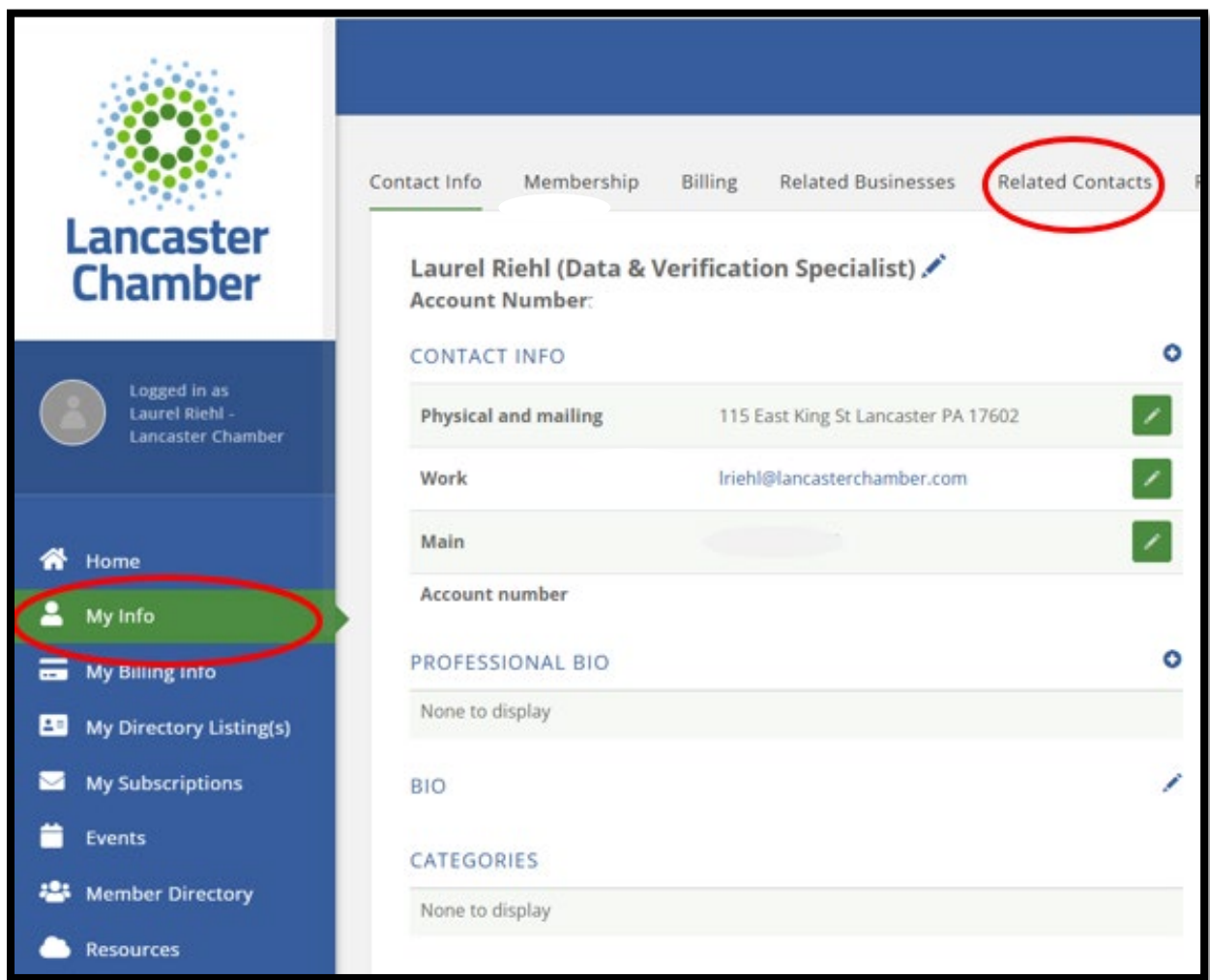
You can use the Membership Hub to edit your staff list, ensuring that your whole team has the most up-to-date access to their membership benefits! You can add new staff, edit existing information (name change, title change, email change, etc.), or remove individuals from your roster.

If you need assistance with a large update, or if you have any questions, please contact Laurel Riehl, Data and Verification Specialist, at lrlehr@lancastrchamber.com.

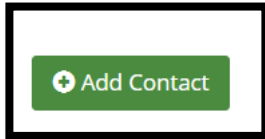
Note, if you do not have admin access, you will not be able to see Related Contacts when you login. Please contact us if you need admin access.

Instructions

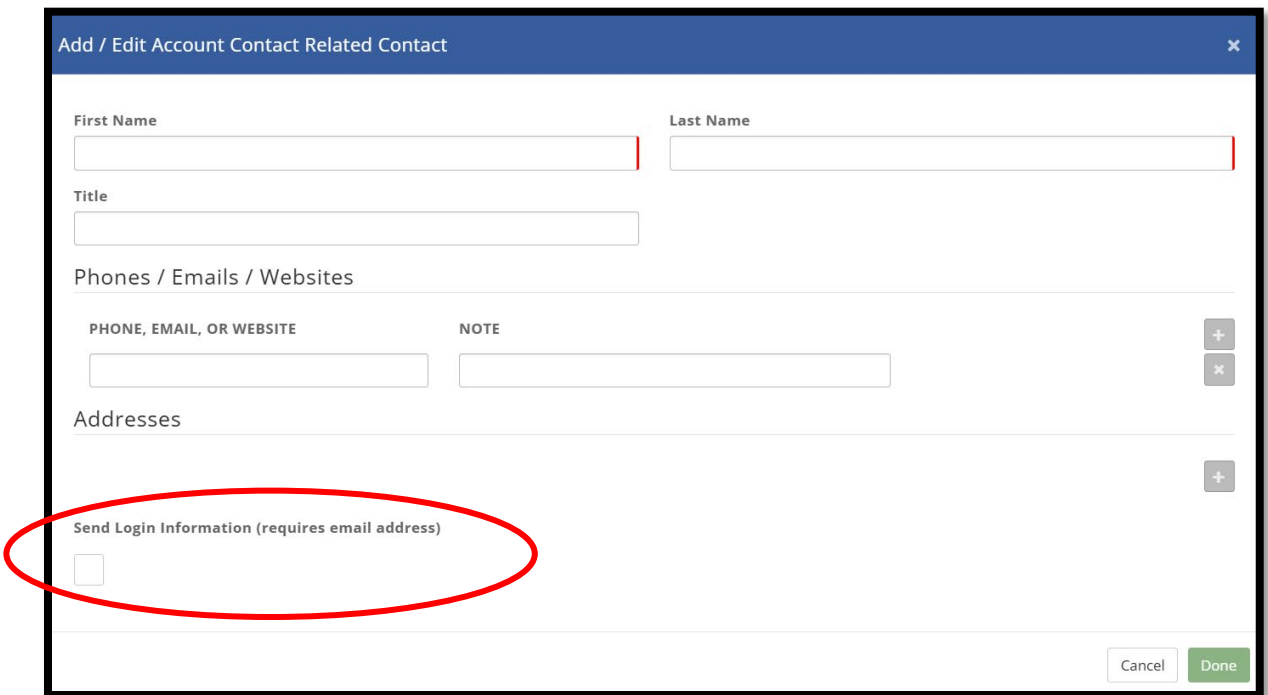
In the Membership Hub, select “My Info” and then “Related Contacts”:



To add a new staff person, click on the “Add Contact” button:



Enter the individual’s information and click the ‘Send Login’ checkbox to initiate an account creation email for that individual. This allows the person to set up their Membership Hub account, giving them access to member pricing when signing up for events, the ability to change their email preferences, and more!

A screenshot of a web form titled "Add / Edit Account Contact Related Contact". The form has a blue header bar with a close button (X). Below the header, there are input fields for "First Name", "Last Name", and "Title". Underneath these is a section for "Phones / Emails / Websites" with a table-like structure. The table has two columns: "PHONE, EMAIL, OR WEBSITE" and "NOTE". There are input fields for each column and a plus icon to add more rows. Below this is a section for "Addresses" with a plus icon to add more rows. At the bottom of the form, there is a checkbox labeled "Send Login Information (requires email address)". This checkbox is circled in red. At the very bottom right of the form, there are "Cancel" and "Done" buttons.

To edit an existing individual, simply press the pencil icon to the right of their name:



You can use this to re-initiate an account set up email, change any current data, or delete the individual from your roster.