

## HOW TO USE MEMBER ATTRIBUTES

The Add Attribute feature permits you to add multiple attributes to any Member Number.

For example, you may want to setup Categories such as Volunteer, Major Donor, Committee chair, School type, Special Member attributes or Billing groups.

1: To add a Category or multiple categories per member number, select Membership, General Family, then Add to Member Attributes (of use the F12 Hot Key) highlight the category in the right window, and click on the left arrow.

2: To remove a category from a Member, highlight the category in the left panel and click on the right arrow.

3: To add a New category, so it may be assigned to the current Member and/or assigned to other Member's, select Add at the top of the Category screen. Enter the new category next to Member Role and click on Apply.

You can also print all members, by category by following these steps:

Select Reports and Labels

Choose the report type

Under Search options, select Category

In the member Statement section, you can also select to print statements by the selected Category or Member Type.

Highlight a Member Role then  
Click on the Arrow right to add to current

