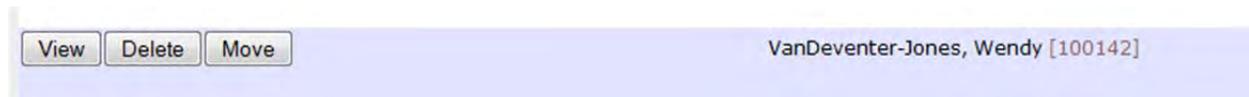


## Joining a Members to another Grouping

Some members of the Society are involved in more than one grouping within the Societies structure. For those members it is necessary to join them to other groupings. Joining is preferable to adding another record for the member as duplicate records make the database difficult to manage.

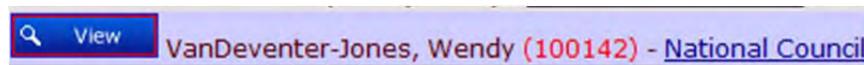
To join a member to additional groupings you need to know the ID number of the member you are joining. The ID of any member can be found just after their name in the Membership Roster of the member's current grouping. It is the number in brackets.



It can also be found within a member's record. It is within parentheses in red text.



If you search view the search box for a member, their ID can also be found in parentheses just after their name in the results.



Wherever it is found the number is vital in joining the member to another grouping. Once you have the number navigate to the grouping that the member is joining. For most members this would be a district council, or (Arch) diocesan council. With the Member Roster in view, click on the Existing Member Join button.



An Add Grouping for Existing Person box will appear. Enter the members ID number into the Personid box. You can make a member an Administrator of the grouping from this box. This will make them and Administrator but does not give them a username or password. You must do that from the member's record. See the Making Administrators document. Click Add membership.



The screenshot shows a web form titled "Add Grouping for Existing Person" for the group "St. John the Evangelist". It contains a "Personid:" label followed by a yellow text input field. Below that is an "Administrator:" label with two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form is a blue button labeled "Add Membership".

*SVdP Membersh*

Once the member is added you will see the Membership Roster of the grouping with the members name included in the listing. To the left of the member's name, in the Actions column you will now see the View button to view the member personal record and also a Remove button. The Remove button will remove the member from the grouping it has been joined to but will not remove the member from the database or home grouping. To remove a member from a home grouping and the database you must delete them. The function is only available from their home grouping Membership Roster.