

How to Edit Your 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, or if you have any questions, please contact **Ahmad Ali**, Chamber Director, at: **(570) 408-1715** or **ahmad@wyomingvalleychamber.org**

Instructions

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

The screenshot displays the Membership Hub interface. On the left is a blue sidebar with a user profile at the top: 'Logged in as Ahmad Ali - Greater Wilkes-Barre Chamber of Business and Industry' and a 'Change Org' button. Below the profile are navigation links: Home, My Info (highlighted with a green arrow), My Billing Info, My Directory Listing(s), My Subscriptions, Events, Forum, Business Directory, and Elevate Wyoming Valley Women's Mentorship Group. The main content area has a top navigation bar with tabs: Contact Info, Membership (active), Billing, Related Businesses, Related Contacts, and Related... Below the tabs, the user's name 'Mr. Ahmad Ali (Director of Membership and Community Engagement)' is shown with an edit icon. The 'CONTACT INFO' section contains a table of contact details, each with an edit icon:

CONTACT INFO	
Mailing	PO Box 759 Wilkes-Barre PA 18703
Work	ahmad@wyomingvalleychamber.org
Fax	(570) 822-5951
Work	(570) 823-2101
Work	(570) 408-1715

Below this is the 'PROFESSIONAL BIO' section, which currently shows 'None to display'. At the bottom, there is a 'BIO' section with an edit icon.

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.

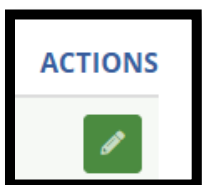
2.) To add a new staff person, click on the “Add Contact” button:



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". Below these is a section titled "Phones / Emails / Websites" with two columns: "PHONE, EMAIL, OR WEBSITE" and "NOTE", each with an input field and a "+" button. Below this is a section titled "Addresses" with an input field and a "+" button. At the bottom, there is a checkbox labeled "Send Login Information (requires email address)" which is circled in red. At the very bottom right, there are "Cancel" and "Done" buttons.

3.) 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.