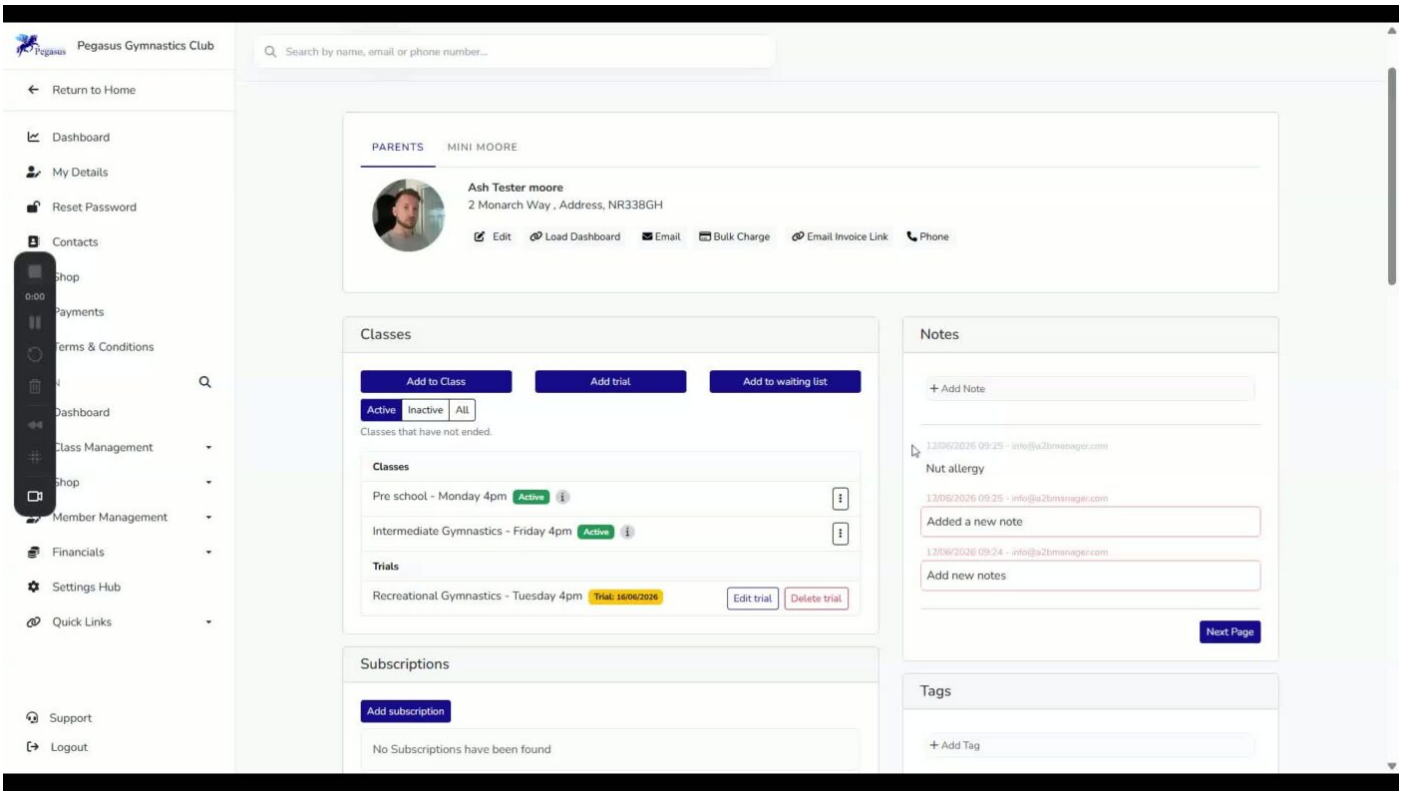
How to Add Notes to Member Profiles

Student Profile · https://a2bmanager.com/docs/how-to-add-notes-to-member-profiles/

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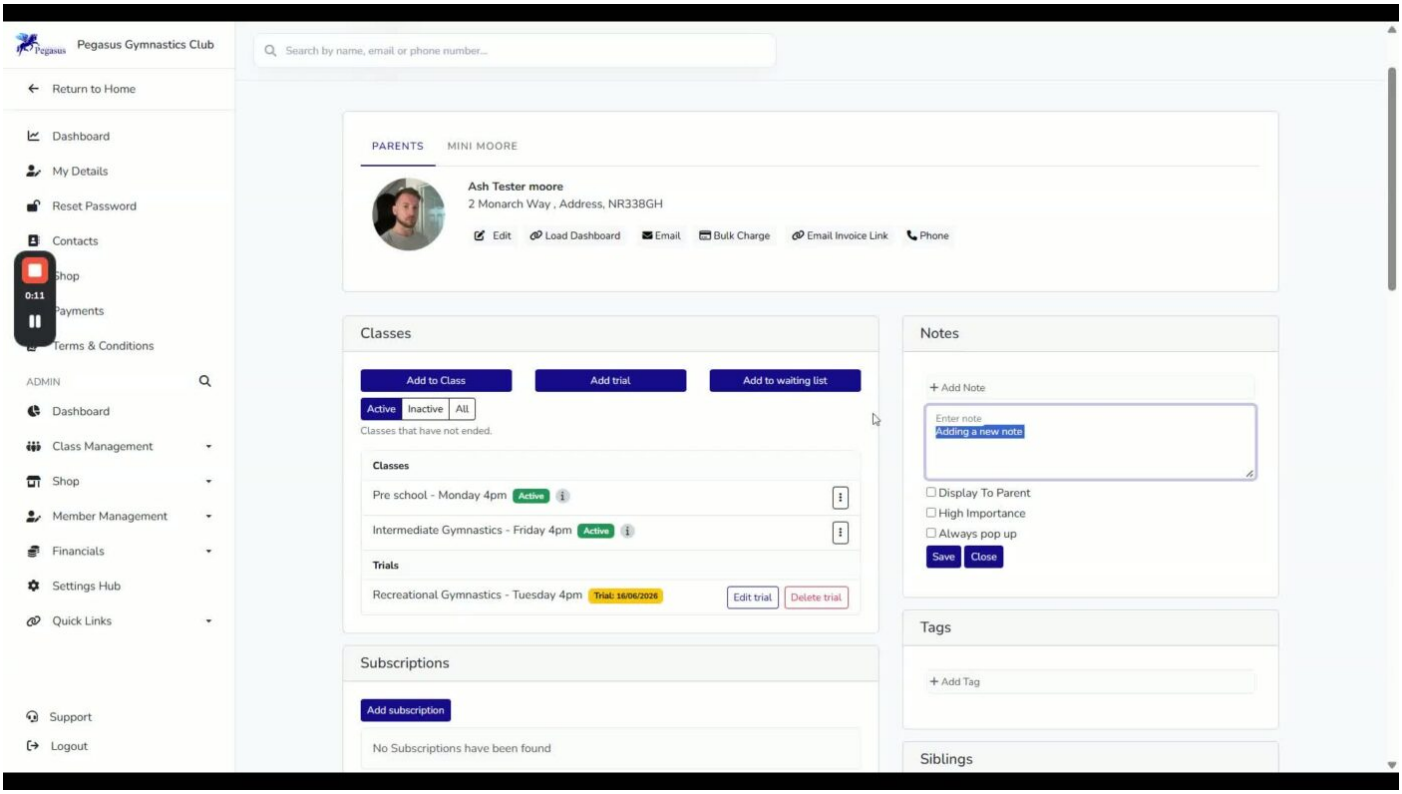
How to Add a Note to a Member's Profile

1. Open the member's profile and go to Notes 0:00



- From the member's profile, navigate to the **Notes** section.
- Click the **plus (+) button** to start a new note.

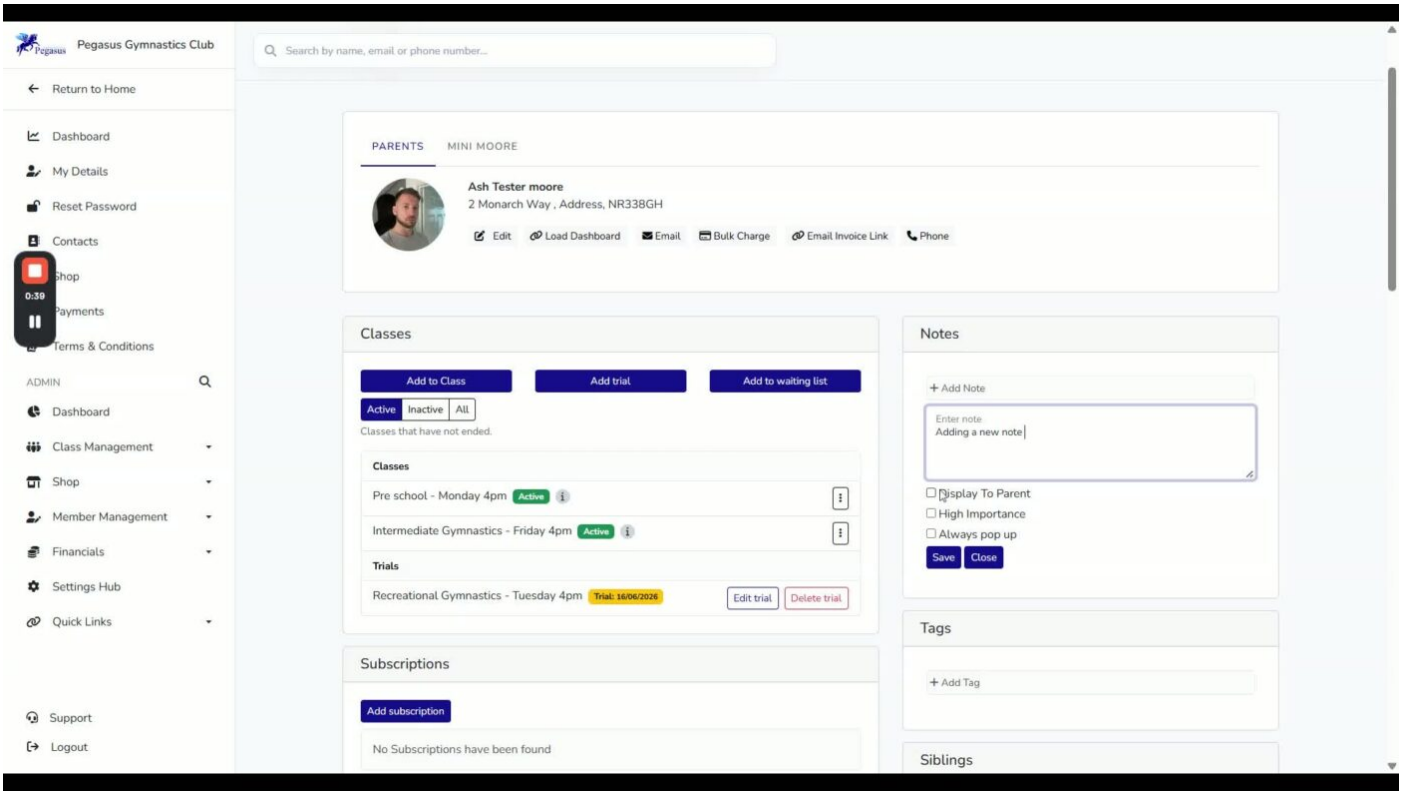
2. Enter the note and choose note options 0:12



- Type your note into the note field.

- Choose any applicable options:
  - **Display the note to the parent**
  - **High importance**
  - **Always pop up**
- Option details:
  - **High importance** adds a **red box** around the note on the profile.
  - **Always pop up** makes the note appear every time the child's profile is opened, which is useful for important reminders.

3. Save the note and confirm it appears in the notes area 0:37



- Click **Save** once you've finished entering the note and selecting options.
- Review the **Notes** area to confirm the note has been saved successfully.
- All saved notes will appear in this section for future reference.