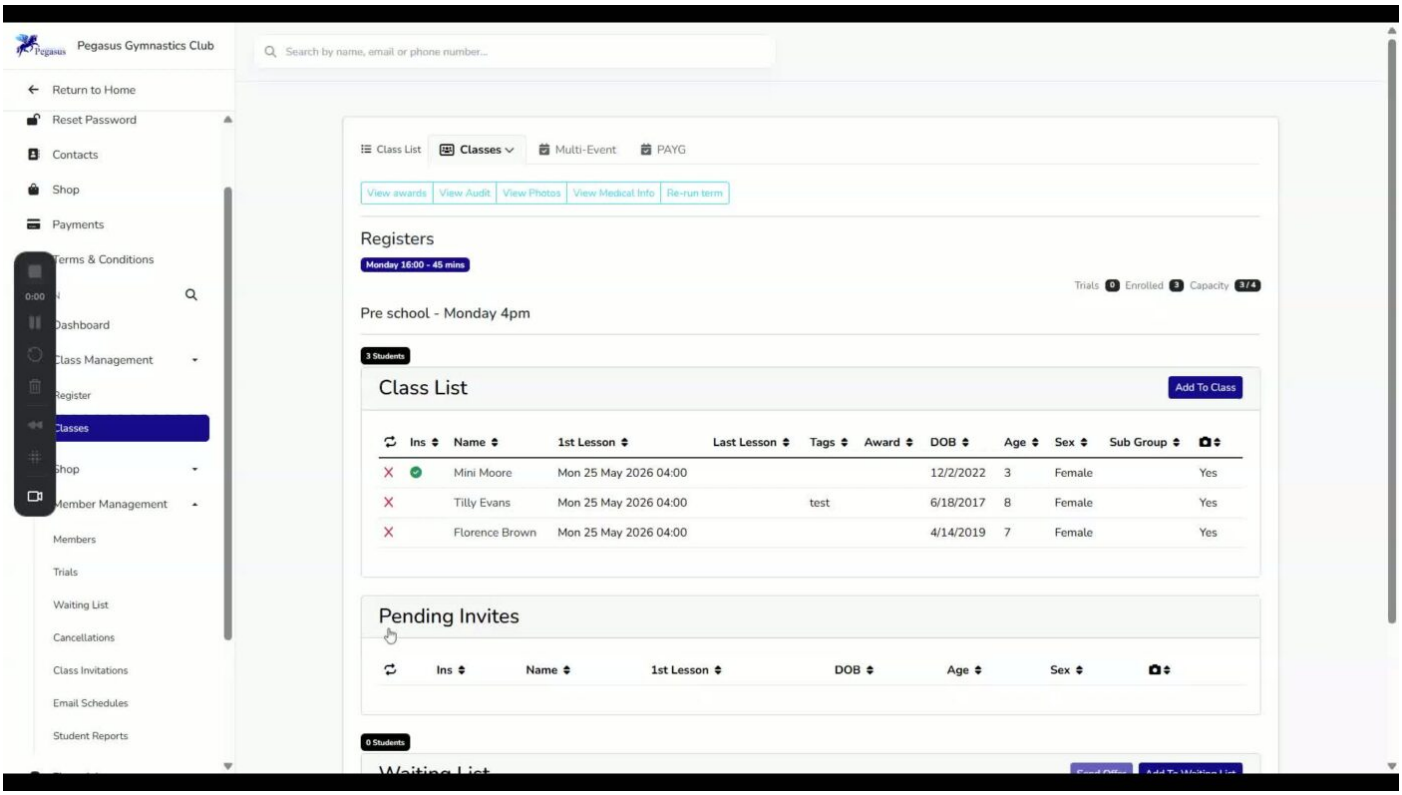
How to Set Member Affiliation Records

Actions · https://a2bmanager.com/docs/how-to-set-member-affiliation-records/

Embedded media: https://www.loom.com/embed/b9aa1fac003b4eacb0d3b32353c06d29

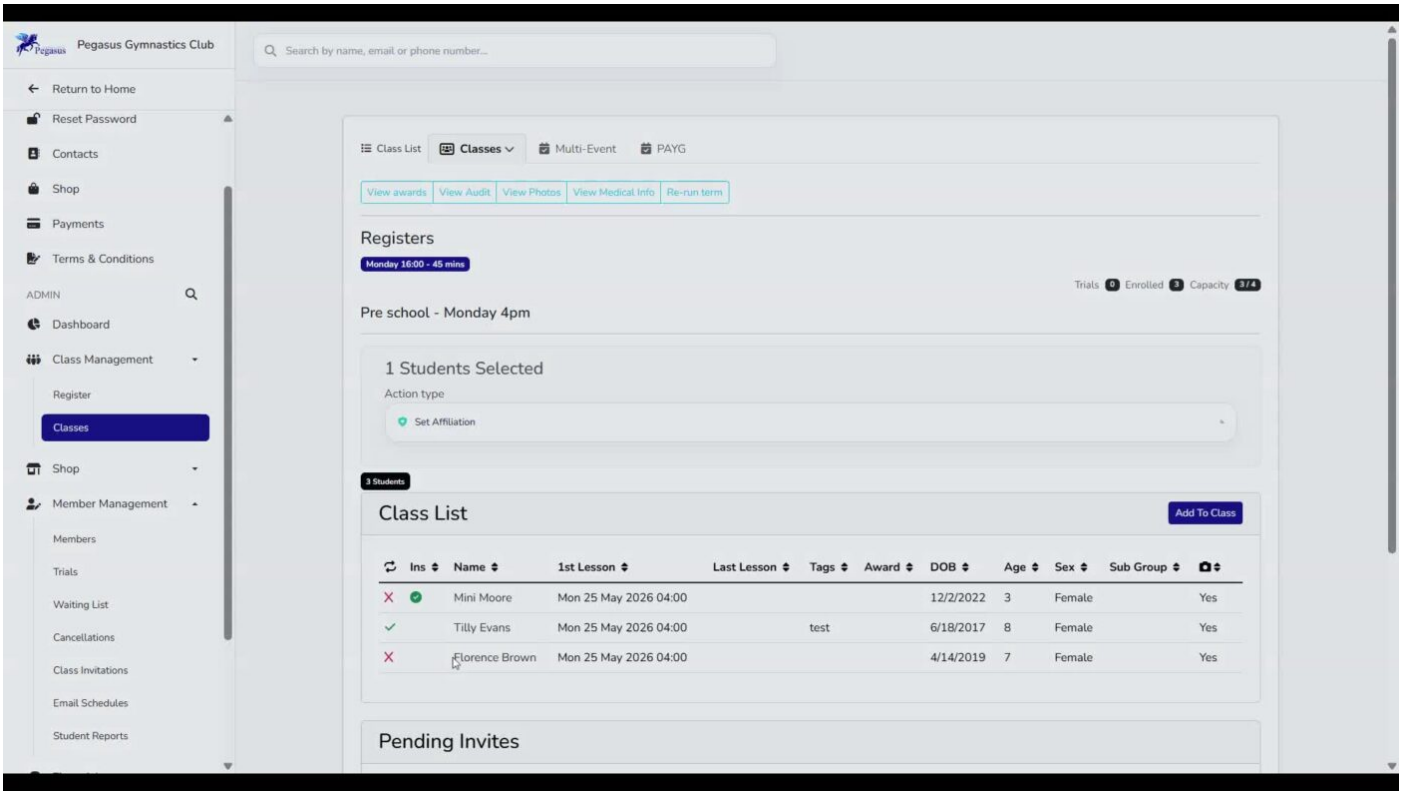
How to Set a Member's Affiliation Status

1. Open the member's actions menu and choose Set Affiliation 0:00



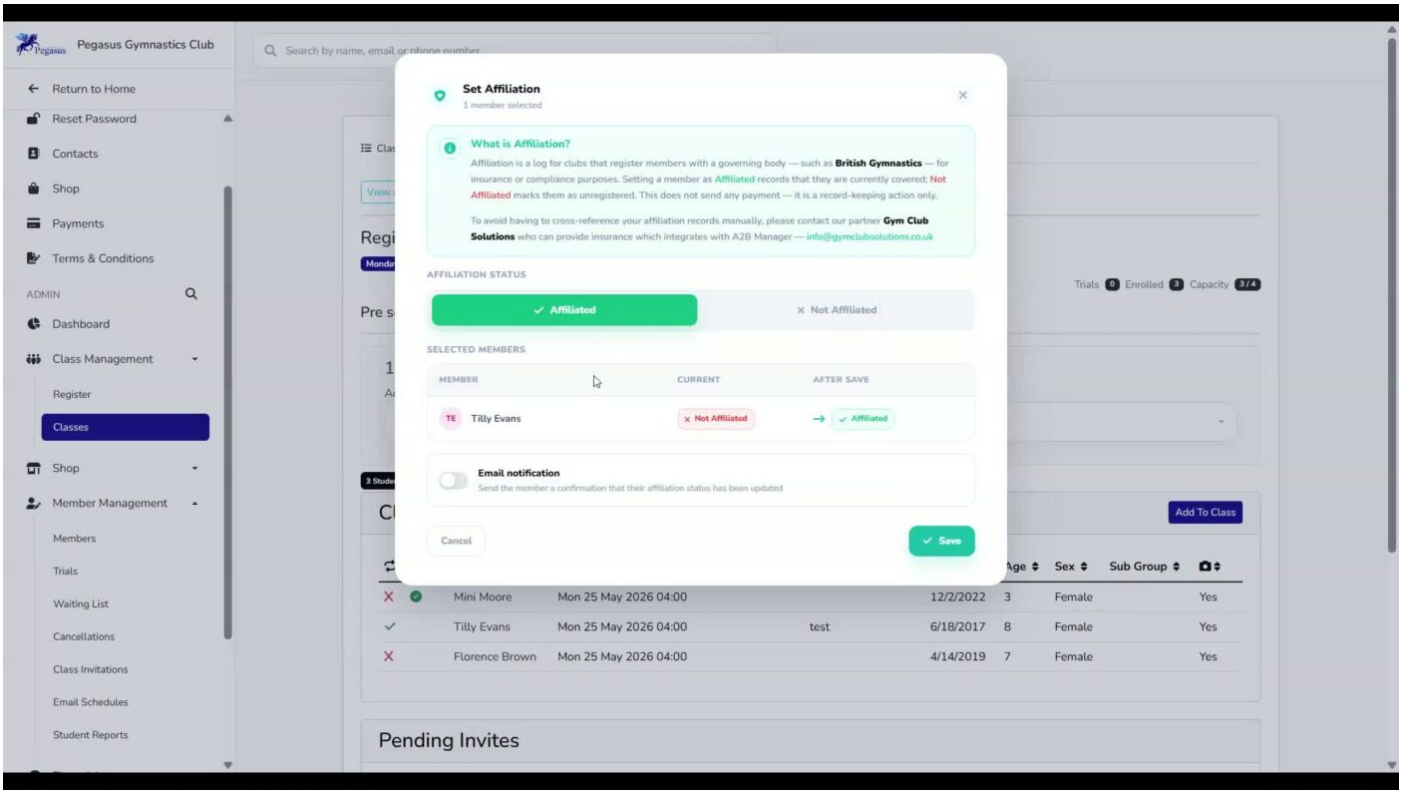
- Select the member you want to update.
- Go to **Action Type**.
- Choose **Set Affiliation** from the available actions.

2. Choose the member's affiliation status 0:16



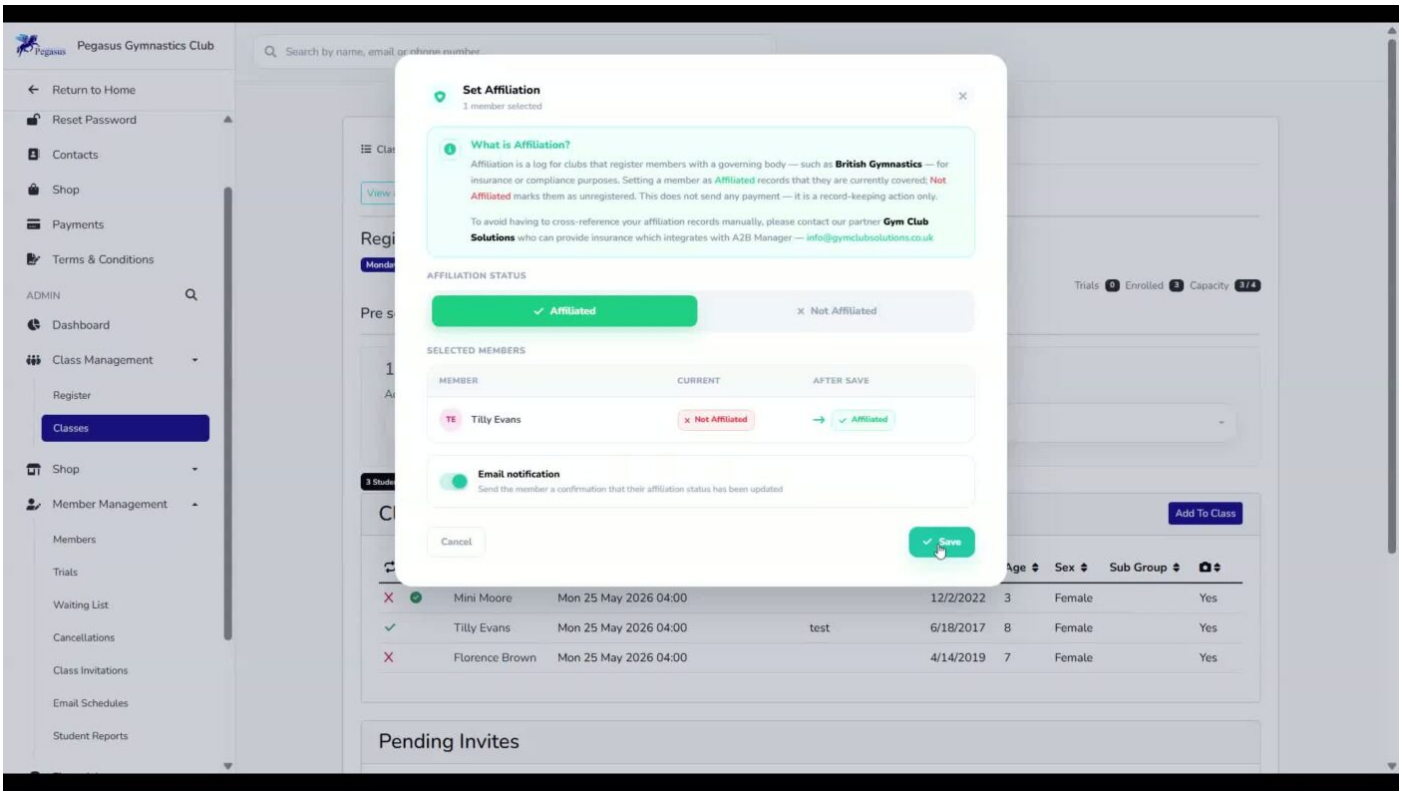
- Select whether the member is:
  - **Affiliated with a governing body**, or
  - **Not affiliated**
- This setting is for **record keeping only**.
- It **does not create a payment charge** for the member.

3. Optionally notify the parent by email 0:30



- If needed, enable the option to **send an email notification to the parent**.
- This is optional and can be skipped if no notification is required.

4. Save the change and confirm the update 0:38



- Click **Save** to apply the affiliation status.
- Confirm that the member now shows as **affiliated with a governing body**.