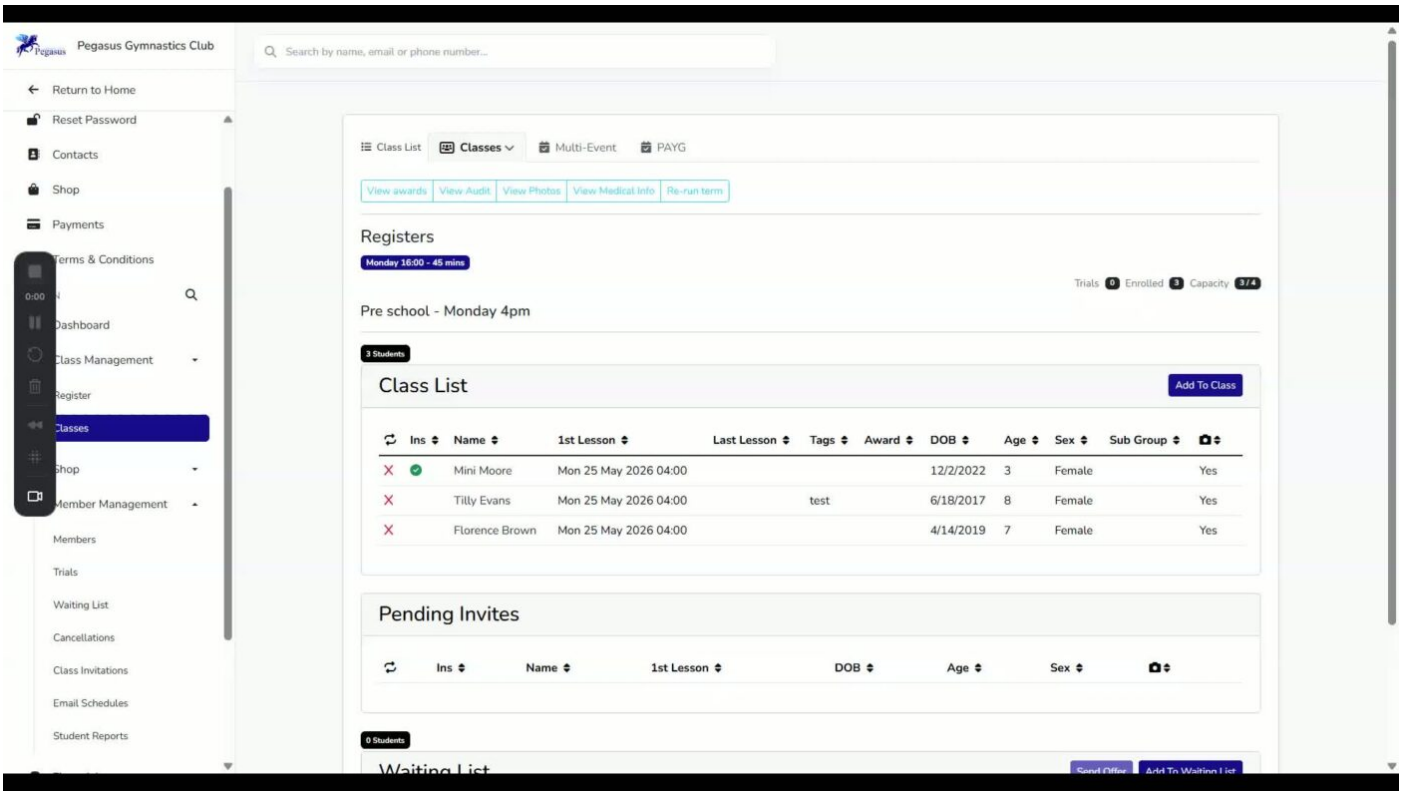
Manage Member Awards

Actions · https://a2bmanager.com/docs/manage-member-awards/

Embedded media: https://www.loom.com/embed/da139f107529495b9f79b0071994a0ac

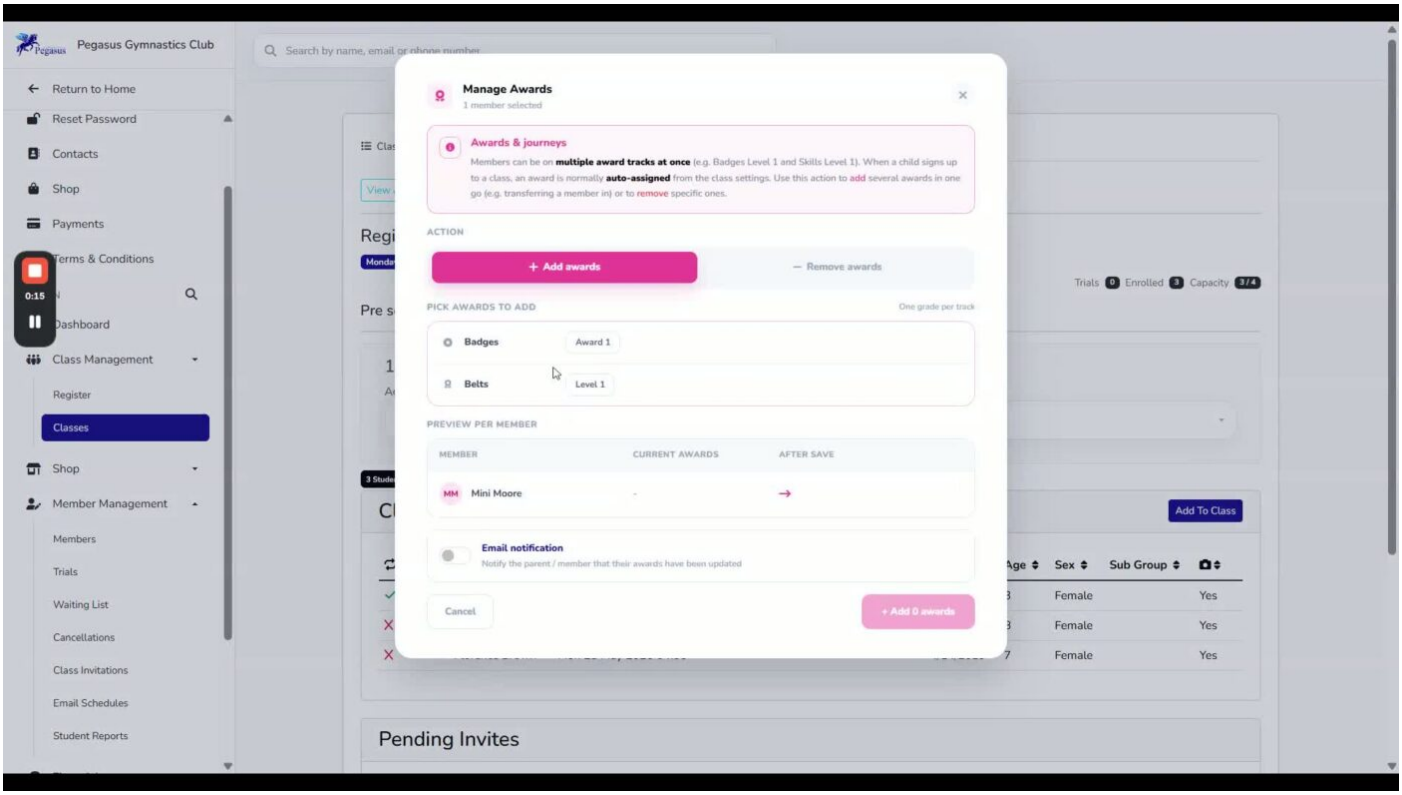
How to Manage a Member's Awards

1. Open the Manage Awards action 0:00



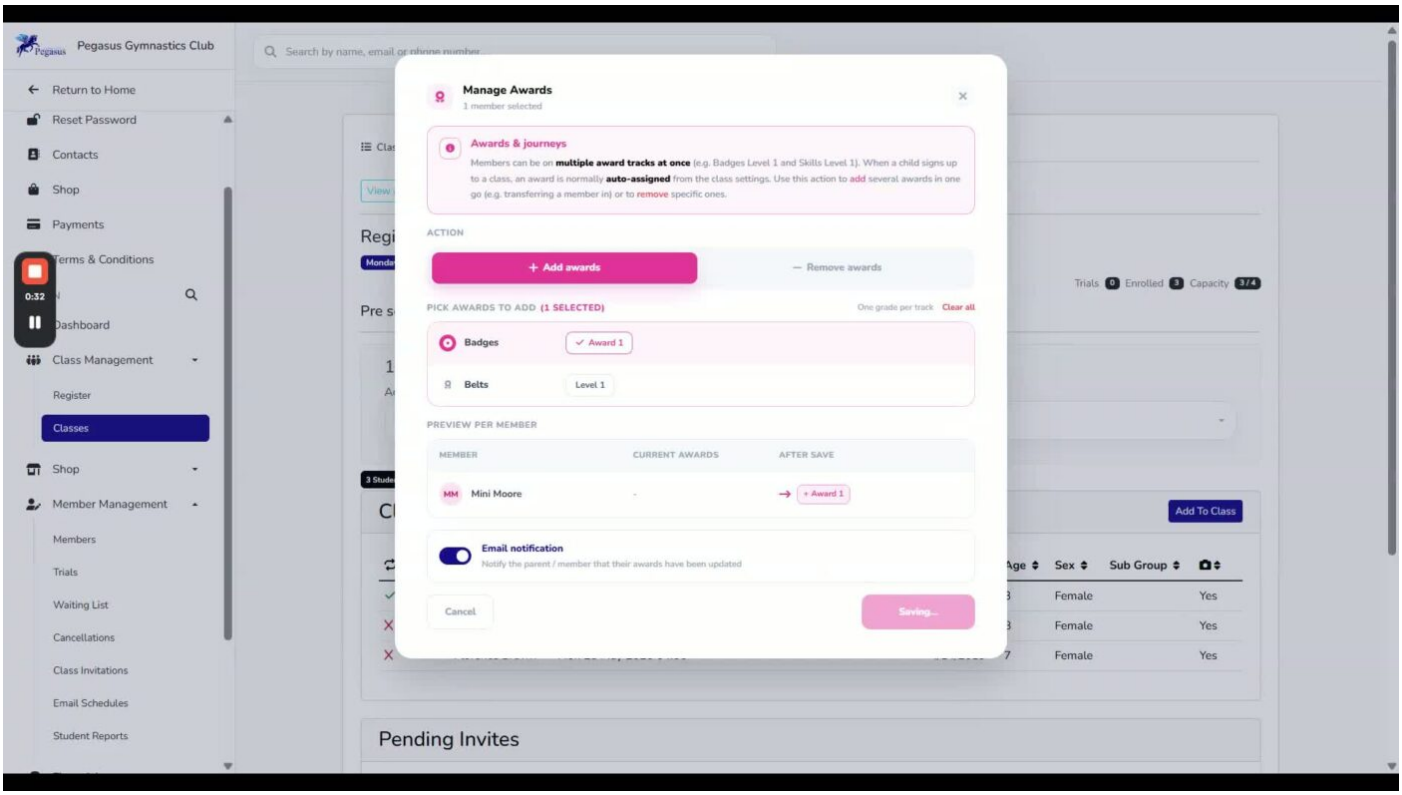
- Find the member whose awards you want to update.
- Click the **X next to their name**.
- In the **Action Type** box, scroll down and select **Manage Awards**.

2. Add an award to the member's profile 0:16



- In the Manage Awards screen, choose the award you want to add.
- Example: select **Award 1**.
- If needed, check the option to **email the parent** so they're notified that the child has achieved the award.
- Click the button to **add the award** to the profile.

3. Remove an award if needed 0:31



- Return to **Manage Awards**.
- Click the **Remove** tab.
- Select the award you want to remove from the member's profile.
- This is useful if the wrong award was added by mistake.

Good to know

- You can’t add a level of an award the member is already on. Their row shows **Already on …** with the current level, and there’s nothing to pick. To move them to a different level, remove their current level first, then add the one you want.
- Removing a level doesn’t delete its pass history. If the member passed that level, it still shows on their profile under **Awards** as completed, with the date.