



Willco Guide

Member Adding and Editing

Print this guide and keep it handy as a quick reference to adding/editing members. Make a note of your details here:

Your Community name: _____
Community homepage: http:// _____
Your registered email address: _____
Password: _____

Steps

Notes

Visit your community homepage at:
<http://communityname.willco.com/>

Replace 'communityname' with the name of your community. ① No 'www' in the URL

Log in with an administrative email address and password

You should see a link to 'Administration'

Click 'Administration'

① Once in "Administration," you are within the Willco customer interface, with orange and blue graphic elements

Click 'Member Module'

① If you click "Member Details" without first clicking "Administration," you will only be editing your own user information

Adding a member:

Editing a member:

At the top of the member list, click "Add new member"

① If you have a pop-up blocker, you may need to override it to view the "add member" screen

Search for a member with the "filter" box

Filters can be set and cleared at the right side of the screen

Enter details in the pop-up box

Click the member's email address

If you have a pop-up blocker, you may need to override it to view the "edit member" screen

Click 'Save'

Pop-up window will close

Edit account information on the "member" page and subscription information on the "subscriptions" page

Save any changes you make on one page before moving to another page. You can also view past mailings to a member and delete a member's account from this pop-up screen

Click 'Save'

Pop-up window closes