# Adding a New Community Member

#### MS Team Member

1. Open Daxko
2. Click on Membership tab at the top of the screen
3. Click “Search”
4. Type in last name, first name
5. If the member is already in Daxko click their name. If the person is not in Daxko skip to step 21

#### If a Community Member

1. Click on the pencil next to the word inactive to edit
2. Choose Community Member
3. Enter additional information if requested by Daxko, especially Birthdays
4. Click next
5. Choose which members on the account should be active. If they are purchasing an individual day pass, just 6. activate the person on the pass. If it is a family pass then all members can be activated.
6. Click next
7. A community Member has already signed a waiver if they have registered for a program in our system. You can type in the adult member’s name and electronically sign the waiver for them at this step.
8. Click I agree
9. The system will set up this membership to automatically terminate in 1 year, there will also be no recurring charges or joiners fee
10. Click next
11. Click on Membership Information tab at the top of the page
12. Check them in, if applicable.

#### If Inactive Member On Active Unit

1. Keep the community member as inactive
2. Add a Yellow Alert above their name that says: Member “First Name” is a Community member, please keep inactive due to active member in this unit
3. Check them in, if applicable

#### If The Person Is Not In Daxko

1. Have the person fill out the Community Member/Program Participant form.​​ We need to get their signature
2. Activate the person as a new member. See how to Activate a New Member SOP, choose “community member” as membership type
3. Check them in, if applicable.
4. Sign your initials in the top right corner of the completed form to note that it has been entered into Daxko. 25. Include the date.
5. File the form in the appropriate folder in the top drawer of the Membership File Cabinet.