How to add a non-member

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You can add non-member records to your organization, if the user is not a member, or staff of your organization.

Adding a Non-Member

1. Click the **Add Non-Member** button from the Admin Dashboard.
2. Fill these details for the non-member record:

    - **Non-Member Information** - The records' name, email, and phone information.
        - **First Name** - The person's first name.
        - **Last Name** - The person's last name.
        - **Email Address** - The person's email address.
        - **Country Code** - The phone country code. Select a country to populate the phone country code.
        - **Preferred Phone** - The person's preferred phone number.
        - **Categories** - The category the non-member record should be grouped with. You can select any number of Categories. The below categories are a few you may see:
            - **Consultant** - A consultant for your organization.
            - **Prospect** - A potential prospect for your organization.
            - **Sponsor** - A sponsor of your organization.
            - **Supplier** - A supplier to your organization.
            - **Vendor** - A vendor working with your organization.
    - **Permission to Store Personal Data**
        - **By selecting this checkbox, you agree that you have this individual's consent... Checkbox (Required)** - This checkbox grants consent for the organization to store the person's information into the system.

3. Click **Save** one done.

4. You will be redirected to the person’s profile to make additional changes.

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