



# **PADDOCK-HOOKER** **LAKES ASSOCIATION**

## How to Edit a Members Membership Level

1. Log in to PHLAWI.com
2. Verify that you are in the Dashboard (black bar on the left)
3. If you DO have the black bar on the left SKIP TO STEP 5
4. To get to the Dashboard (black bar on left), click on the words "PHLA" in the TOP bar and pull down to "Dashboard"
5. Go to Memberships -> Members
6. Search for the member by scrolling or by the search box on the right
7. Hover over the username and click "**Edit MEMBER**" (NOT Edit USER)
8. In the light gray box, click on "Memberships"
9. Under Main Group, click on "Change Membership"
10. Select a new level from the dropdown menu
11. You MUST check the box next to "Click to set the level expiration date."
12. Set the date for May 1<sup>st</sup> of the following year
13. Once done, click the "Change Membership" button

If you have edited a member that involved a pier,  
please let the pier committee chair know.