



PADDOCK-HOOKER **LAKES ASSOCIATION**

How to Manually Enter a Member

Here is the process to manually enter a user: (Maybe wait until payment is in hand before doing this)

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. Membership->Members
6. Look next to the bold words for "+Add New Member" and click that
7. Use first initial of first name and complete last name for the user name. (tsullivan)
8. Use PaperEntry1 as the password
9. Ignore other fields
10. Scroll to bottom and click "Create User"
11. On the next page, look under "Main Group" -> click "+Add Membership"
12. On the pull down, select the level that is needed
13. Check the box "Click to set the level expiration date." and enter May 1st of the following year
14. Click "Add Membership"
15. That is all you need to fill out