

How to Add / Remove Team Members in Your Organization Account



It is important to note that your Individual Account is separate from your Company or Organization's Account, although both can easily be edited from your Membership Dashboard.

Step 1 Once you've logged in successfully, you will be taken to your Membership Dashboard, which will automatically display your Individual Profile information. From here you can you easily edit your COMPANY Information by clicking on the EDIT [Your Organization's Name] button on the right-hand side...

The screenshot shows the user's Membership Dashboard. At the top, there is a navigation bar with 'Search', 'My Account', 'Logout', and a 'Select Language' dropdown. Below this is a main navigation menu with 'Directory', 'Events', 'Members', 'Jobs', 'About', 'Education', 'News', and 'Data'. The 'Education' link is highlighted with a red arrow. The main content area is divided into several sections: 'My Account' (with sub-links for Edit Profile, My Company, Purchase History, Ask a Question, and My Documents), a profile card for the user (Broward Football Officials Association, #59659), a 'Pay Open Balances' section showing 'No Open Balances', and a 'Membership' section showing 'COMP MEMBERSHIP PACKAGE' expiring 12/31/2020. On the right side, there is a vertical list of blue buttons: 'Manage Broward Football Official' (highlighted with a red arrow), 'Upcoming Events', 'Your Member Benefits', '+ Join/Renew Membership', 'Download Reports', 'Get Certified', and 'Young Professionals Network'. At the bottom right, there is a chat window from 'Licensing International' with the message 'Hello - how can we help you today?' and a 'Type your message...' input field. The footer contains the 'LICENSING' logo and the word 'Social'.

Step 2

Once you've clicked EDIT {Your Organization's Name} button - the page below will be your Organization Account. You'll be able to Add PRIMARY / BILLING / EMPLOYEE Contact types. You can also view your team by clicking the TEAM MEMBERS TAB

SEARCH | My Account | Logout | Select Language

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Directory Events Members Jobs About Education News Data

← My Dashboard

Company Account Edit Company Profile **My Team** Purchase History Org Documents

#59660

1701 NW 104th Ter
Pembroke Pines, Florida 33026-2839
United States Edit

No Primary Phone add

No Primary Email add

https://sites.google.com/site/bfoawebsite/ Edit

MEMBER SINCE 5/19/2020

Pay Open Balances

UNPAID BALANCES \$333.33
As of: 5/25/2020

Make Payment >

Membership

COMP MEMBERSHIP PACKAGE
EXPIRES 12/31/2020

If you're the Primary or Billing Contact for your Company, you can add or edit Individuals to your Company Profile.

Add/Edit Primary Contacts (Primary Contacts have full access to manage your company's profile and preferences):

+ Add New Filter Results

Record Number	First Name	Last Name	Title	Email Address	Record Added On
59659	Mario	[REDACTED]	Self-Employed	[REDACTED]	11/25/2019

Add/Edit Billing Contacts:

+ Add New Filter Results

Licensing International
Hello - how can we help you today?
Type your message...
Chat by Drift

Step 3

Within the TEAM MEMBERS TAB - you'll be able to also ADD PRIMARY / BILLING / EMPLOYEE Contact types to your Organization. You can also DELETE / END RELATIONSHIP with employees that have left your company.

SEARCH | My Account | Logout | Select Language

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← My Dashboard

Company Account Edit Company Profile **My Team** Purchase History Org Documents

Individuals

[1 out of 1 records]

Name	Relationship	Manage	End Relationship
Mario [REDACTED] (Self-Employed)	< Mario is Primary Primary Contact of Broward Football Officials Association > Broward Football Officials Association is Primary Employer of Mario	Manage	End Relationship

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+ Add New Filter Results

Record Number	First Name	Last Name	Title	Email Address	Record Added On	Actions
59659	Mario	[REDACTED]	Self-Employed	[REDACTED]	11/25/2019	Edit Remove

Add/Edit Billing Contacts:

+ Add New Filter Results

Record Number	First Name	Last Name	Title	Email Address	Record Added On	Actions
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