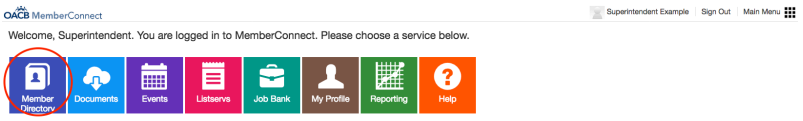
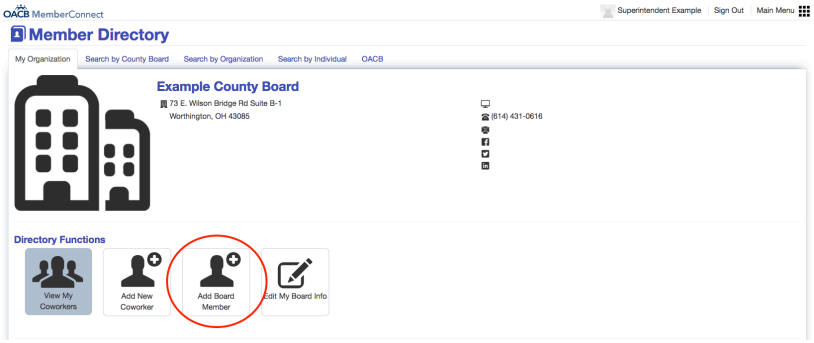
Adding a New Board Member

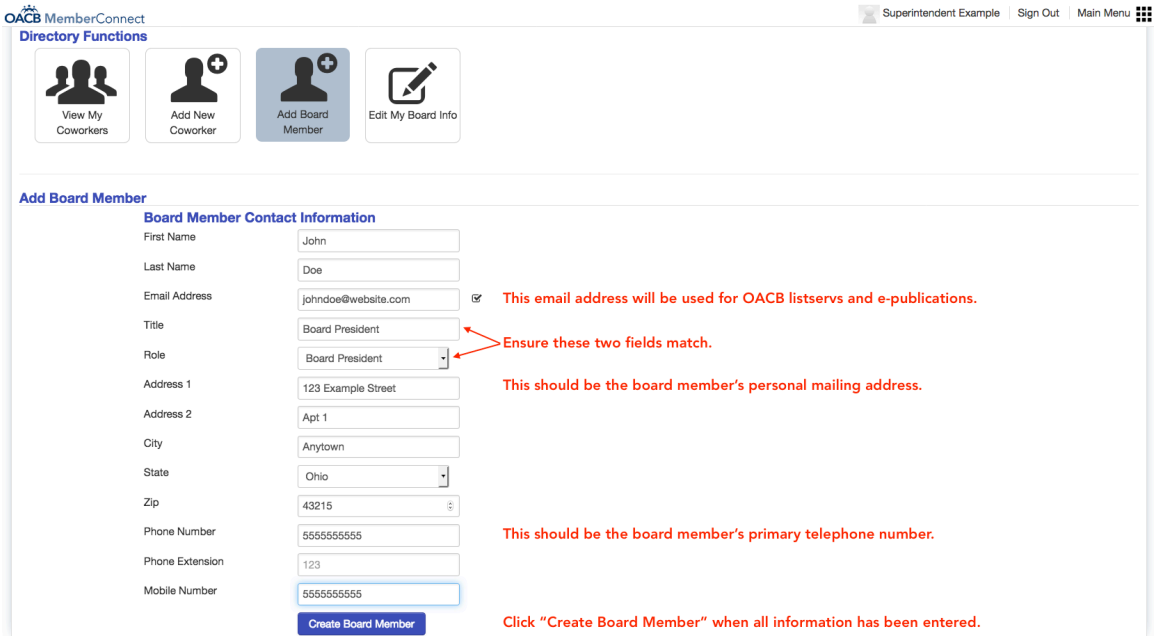
1. Log in to MemberConnect at members.oacbdd.org. Access the directory by clicking on the navy blue "Member Directory" button on the first page you see after logging in.



2. On the Member Directory screen, click on the "Add Board Member" button, which is located under "Directory Functions."

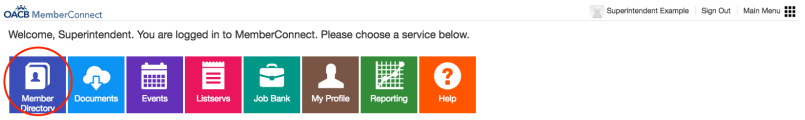


3. Several fields will appear. Fill in all the information as completely as possible and click "Create Board Member." The new board member will appear in the directory.

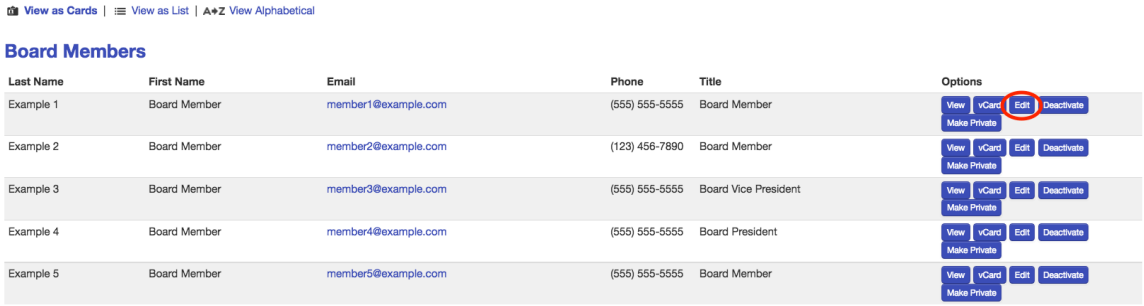


Editing an Existing Board Member

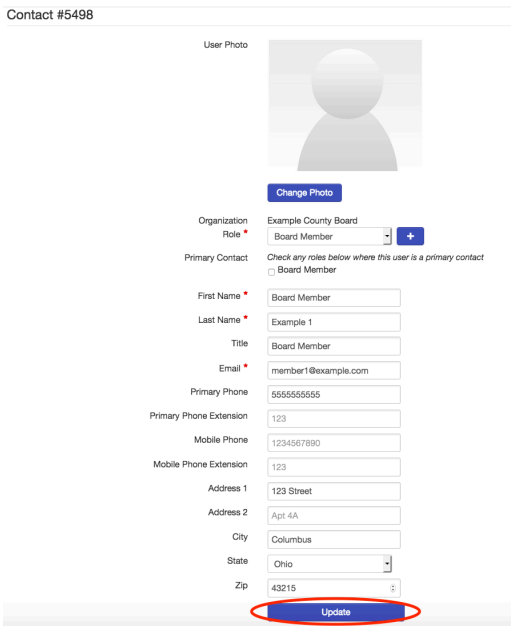
1. Log in to MemberConnect at members.oacbdd.org. Access the directory by clicking on the navy blue "Member Directory" button on the first page you see after logging in.



2. On the directory screen, scroll down to the board member listing. Find the board member who needs to be updated, and click the "Edit" button in that person's row.

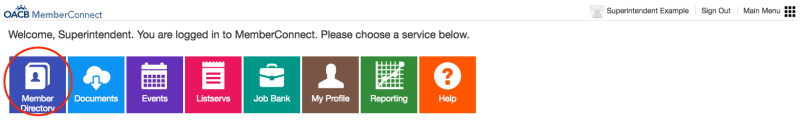


3. The board member's information will appear. Make any necessary changes, and click "Update" when you are finished. Your changes will be saved, and you will be returned to the member directory screen.

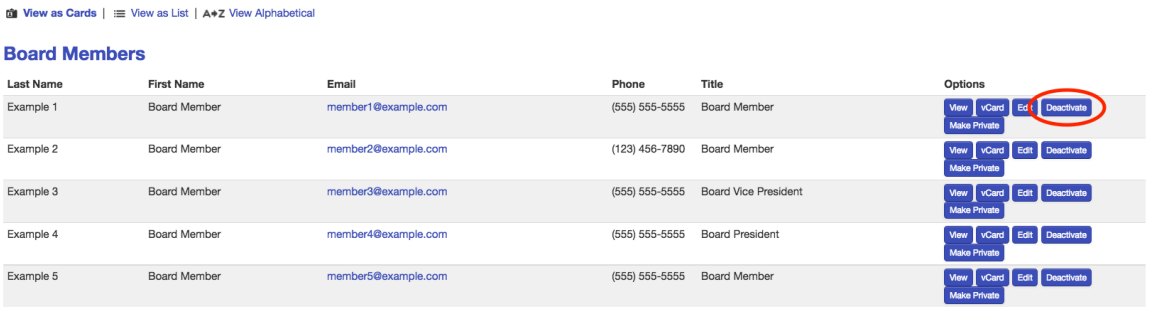


Removing a Board Member

1. Log in to MemberConnect at members.oacbdd.org. Access the directory by clicking on the navy blue "Member Directory" button on the first page you see after logging in.



2. On the directory screen, scroll down to the board member listing. Find the board member who needs to be removed, and click the "Deactivate" button in that person's row.



3. A prompt will appear warning you that deactivating this person will disable all of their MemberConnect access and services. To confirm that the board member should be removed, click "OK." The board member will disappear from the directory page.