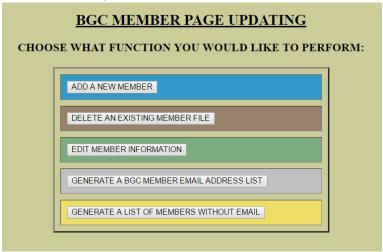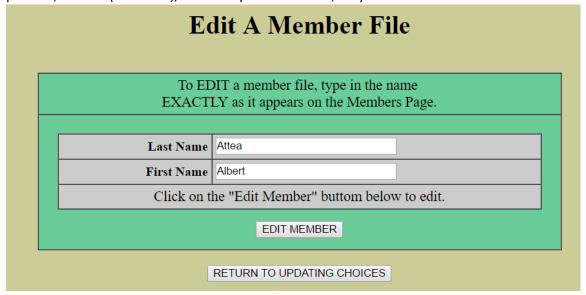# Buffalo Golf Club
Member List Update Procedure

Steps to update the BGC member list:

1. Go to the Board of Directors page on the BGC website, then click on the "Member Information" link at the bottom of the page.

2. Enter your User Name and Password for updating the member information.

3. Click on the task you want to do.

4. If you are editing or deleting a member, you must enter the first and last name exactly as it appears in the member list. Check the current member list if necessary to check the member's name. If there are any prefixes, suffixes (such as Jr), or blank spaces in the list, they must be included.

5. Make your changes and then click "Submit Changes".

Note: The "Member Type" field should indicate the type of membership:

Reg – Regular membership

Reg Board – Board member with regular membership

Social – Social membership

Life – Life member

Leave YYYY – Member has been on leave since the year specified

Free-YYYY – Free membership for the year specified, usually for the lucky member winner

The LastPaid field shows the last year that the member paid their dues

The JoinedBGC field shows the year that the person joined the club

6. Review the data for accuracy. If it is good, click "Make more changes" to update additional members or "Update website members page" to post the changes. If you do not click "Update website members page" when you finish, all of your changes will be lost!