

# Editing Members Information

## 1. Click on the members name

1 - Candidate			
Name	Member #	Petitioned	180 Day Countdown
Franklin, Benjamin	75017	04/25/2016	179

## On the General Info tab:

Grand Lodge Masonic Membership Manager

Jimmy Bryant – 53128 [Change Status](#) Master Mason

General Info. History. Prefe... Notes Docu...

**Personal Information** [Update Personal Information](#)

Masonic Title

Birth Date  
06/18/1971 --> 44.85 Years Old

**Contact Information** [Update Contact Info](#)

Home Phone	555-555-1234	Address
Mobile Phone	555-555-1235	53128 Main Street
Work Phone	555-555-1236	Apt. 100A
Email	53128@gvsoftware.co...	Metairie, LA 70001-0000
Email	something@gvsoftwa...	

**Memberships**

Lodge	Status	Pay Type	Actions
Perfect Union	Active Membership	Dues Notice	<a href="#">Q</a> <a href="#">E</a>
Cypress	Active Membership	Dues Notice	<a href="#">Q</a> <a href="#">E</a>

**Years of Service**  
Date Raised: 05/08/2004  
Years Since Raising: 11.97  
Time Missed: 0.0  
Total Years of Service: **11.97**  
Fifty Year Date: 05/08/2054

**Reports**  
[Member Information Report \(PDF\)](#)

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- Clicking on “Update Personal Information” will allow you to add/change information such as:
  - a members Masonic Title (Brother, Worshipful Brother, RW Brother, MW Brother)

- Name
  - Birth date, Birth City, Birth State & Country
  - Occupation
  - Spouse's Name and Birthday
3. Clicking on "Update Contact Information" will allow you to add/change information such as:
- a members home, work or mobile phone number
  - email address
  - mailing address