

Add a young member to your unit or your waiting list

A young member becomes a member of a unit after her second meeting there. If you haven't yet, give her parent or carer the relevant [starting leaflet](#) to fill in and return to you.

The steps to complete this task differ depending whether the young member is on your enquiries list or a member of another unit. If the young member is a member of another unit and not on your enquiry list, skip to **Add a young member from another unit** below.

Add a young member from your enquiries list

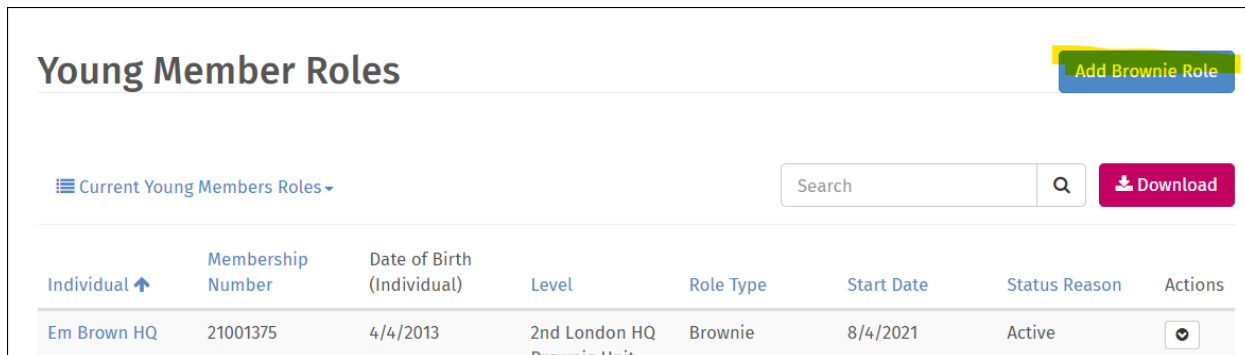
See the guidance in the help zone on how to manage a unit's young member enquiries.

Add a young member from another unit

You will need to get the young member's membership number from their current unit or the parent or carer.

If the young member is a member and not already on your enquiries list select the **Young Member Roles** list.

1. Select **Add [Section] Role**.



Young Member Roles

Current Young Members Roles ▾

Search

Individual ↑	Membership Number	Date of Birth (Individual)	Level	Role Type	Start Date	Status Reason	Actions
Em Brown HQ	21001375	4/4/2013	2nd London HQ	Brownie	8/4/2021	Active	ⓘ

2. Enter the young member's membership number **only** and **Search**.

Find Member

Membership Number			
First Name		Last Name	
Date of Birth		Postcode	

3. Check the details, select the **Actions** arrow and **Transfer In**.

Action

4. Under **Destination Status:**

- If you are moving them into the unit as an active member select **Active**.
- If you are moving them onto the unit waiting list select **Waiting List**.

Transfer In

Role Type	Brownie	Q	Destination Status	Active
Start Date	21/03/2023	Calendar		
Main Role	☐			

5. Select **Submit** and you will see a confirmation message.

If you have marked them as Active, the young member will now appear in your unit's active list and overnight will show in the programme section with the six Theme awards marked as **In Progress**.

If you have marked them as Waiting List, the young member will now appear in your unit's waiting list. The created date will be the date you added them to the waiting list and not the date they are joining your unit.