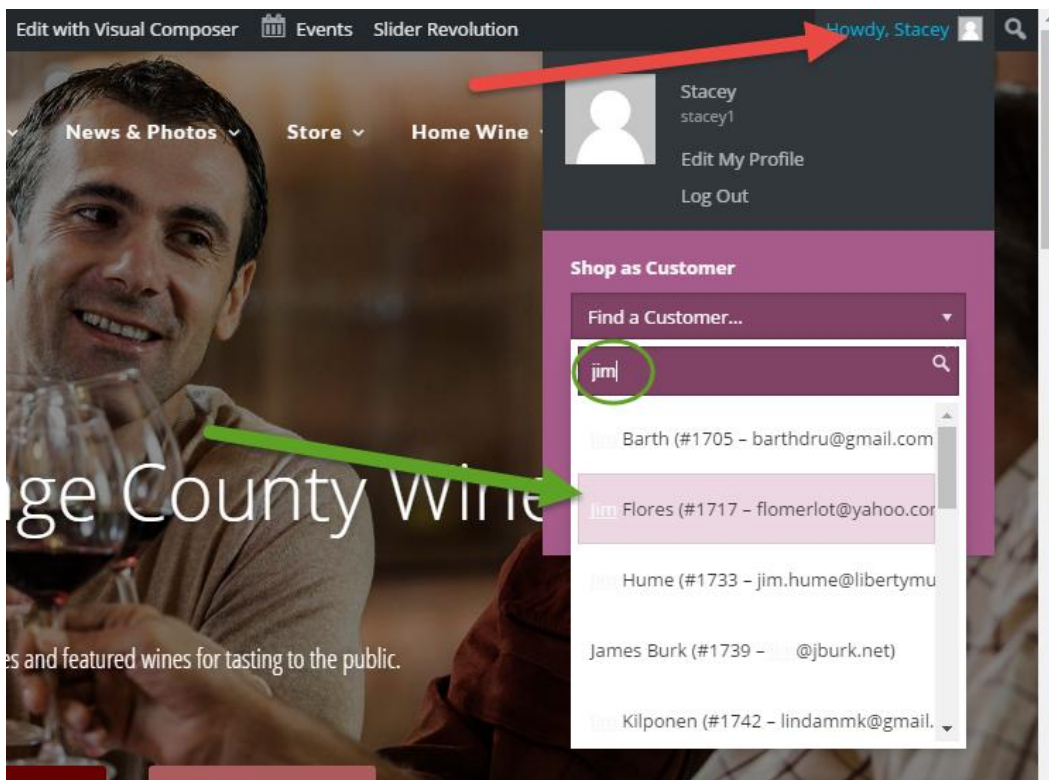


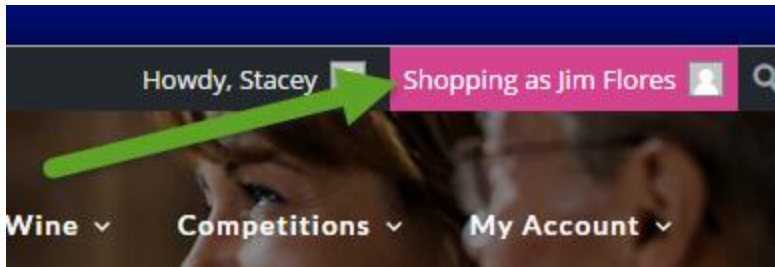
# Creating an Order or Updating Member Profile by the Admin

At times, our members may not be able to use the web site to purchase tickets for various reasons (traveling, computer busted, ...) When a member calls the office (or mails a check) to purchase an event ticket, membership renewals, or merchandise), enter the order by impersonating the member.

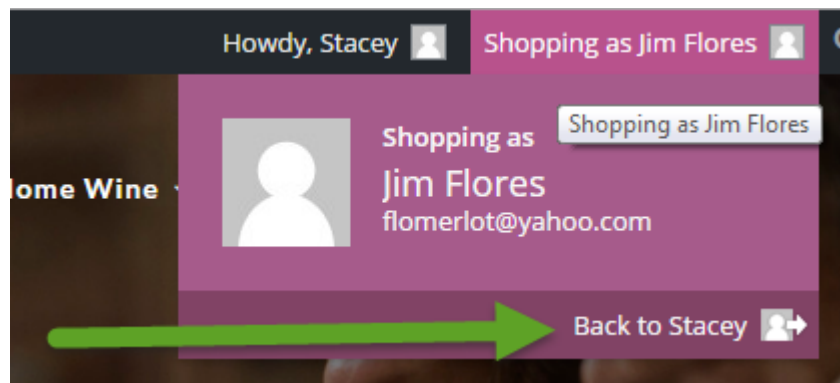
To impersonate a member, hover your mouse over your profile name (upper right-hand corner) and the Shop as Customer feature will appear. Type in the first few letters of the **primary** member's name (first or last). In this example, we will be impersonating Jim Flores:



To confirm that you have selected the correct member, your selection will appear in the upper right-hand corner:



**How to Stop Impersonation** – to leave the impersonation, hover over 'Shopping as... ' and you will see an option 'Back to .....'. Clicking this will terminate the impersonation. Any items that you left in the member's shopping cart will remain.




Shop for the member as usual.

At Checkout, if the member will be using a coupon, apply the coupon code as usual. You can find the coupon code for this member by clicking on the [My Account](#) main menu item, then returning to the cart.

*Note: To enter free tickets (e.g., lawyer, committee members, etc.) see the Word document, [EnterFreeTickets](#).*

On the payment screen (near the bottom), you may enter either a credit card number or select Check Payment. Select [PAY FOR THIS ORDER](#) to finalize the order.


Shipping	Free Shipping
Total	\$127.00

Credit Card 

Pay with your credit card

Card Number \*

Expiry (MM/YY) \*  Card Code \*

PayPal  [What is PayPal?](#)

Check Payment

Shopping as Jim Flores

what this button does ⓘ what this button does ⓘ

When impersonating the Member you can also update their profile information such as their address, phone number, email address...

Remember that the last action is to Stop Impersonation.