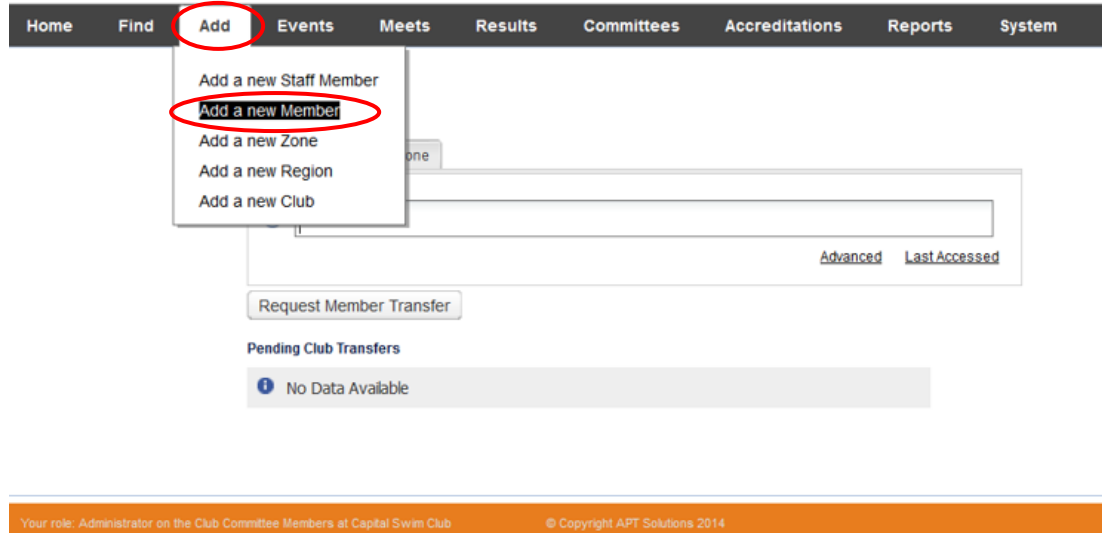


How do I create a new member?

1

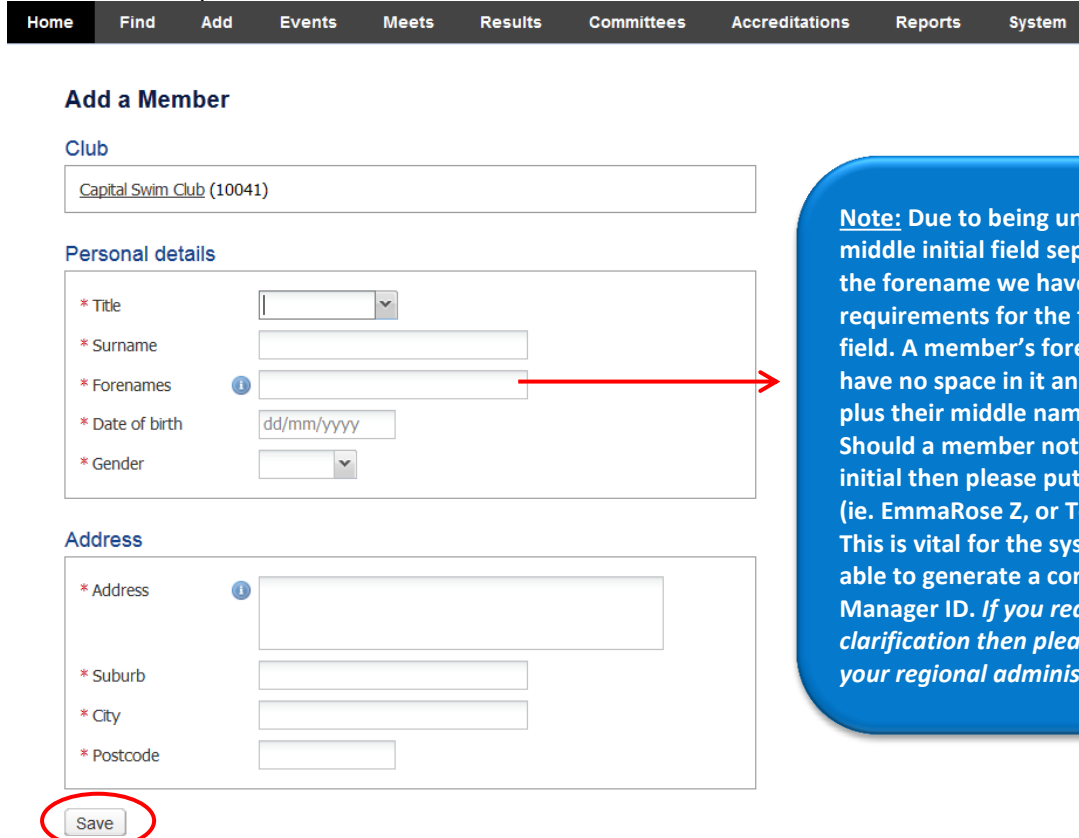
Select Add a new Member from the Add tab on the homepage, once you have logged in.



The screenshot shows the system homepage with a navigation menu at the top. The 'Add' tab is highlighted with a red circle. A dropdown menu is open under 'Add', and 'Add a new Member' is selected and highlighted with a red circle. Other options in the menu include 'Add a new Staff Member', 'Add a new Zone', 'Add a new Region', and 'Add a new Club'. Below the menu, there are buttons for 'Request Member Transfer' and 'Pending Club Transfers' (No Data Available). At the bottom, there is a footer with the text: 'Your role: Administrator on the Club Committee Members at Capital Swim Club © Copyright APT Solutions 2014'.

2

Enter in all required fields and then select the Save button.



The screenshot shows the 'Add a Member' form. The navigation menu at the top has 'Add' highlighted. The form is titled 'Add a Member' and has the following sections:

- Club:** A dropdown menu showing 'Capital Swim Club (10041)'.
- Personal details:**
 - * Title: A dropdown menu.
 - * Surname: A text input field.
 - * Forenames: A text input field with an information icon (i) and a red arrow pointing to a note box.
 - * Date of birth: A date input field with the format 'dd/mm/yyyy'.
 - * Gender: A dropdown menu.
- Address:**
 - * Address: A text input field with an information icon (i).
 - * Suburb: A text input field.
 - * City: A text input field.
 - * Postcode: A text input field.

At the bottom of the form, the 'Save' button is highlighted with a red circle.

Note: Due to being unable to have middle initial field separated from the forename we have some special requirements for the forename field. A member's forename MUST have no space in it and then a space plus their middle name initial letter. Should a member not have a middle initial then please put Z in its place. (ie. EmmaRose Z, or TeAroha C). This is vital for the system to be able to generate a correct Meet Manager ID. *If you require further clarification then please contact your regional administrator.*

3

Then complete at least one telephone and email field as well as the Membership Type, before clicking the Save button.

Home Find Add Events Meets Results Committees Accreditations Reports System

Add Contact Details

Contacts

At least one telephone and email has to be entered

Personal Email

Work Email

Work Telephone

Direct Telephone

Home Telephone

Mobile

Fax

Membership Type

* Type

Back Save

4

You can then see the members details and will be able to go in to view the members profile.

Home Find Add Events Meets Results Committees Accreditations Reports System

Member's Details

Member's Details

Membership Number 945038
 Membership Type Administrator
 Name Mrs B Erkens
 Type Administrator
 Web Login User ID
 Club [Capital Swim Club](#)
 Total Subscription 0.00

Breakdown of subscriptions

| Details | Subscription | Discount |
|---------------------------|--------------|----------|
| Mrs Becki Erkens (945038) | 0.00 | 0.00 |

Family Members

| Surname | First Name | Date of Birth | Membership Type |
|-------------------|------------|---------------|-----------------|
| No Data Available | | | |

Add Family Member Make Payment Edit Member

From here you can go into [Add Family Member](#) or [Make Payment](#) but these features are still to be added.

When you click on 'Add family member' you are also able to pull the address.

5

Add Family Member Make Payment **Edit Member**

Edit Member will take you into the new member's profile.

| Mainname | Membership Type | Membership Number | Meet Manager | Date of Birth | Age | Join date | Indicator | Approved Status |
|-------------------|---------------------|-------------------|--------------|---------------|-----|------------|--------------------|-----------------|
| Miss E [REDACTED] | Competitive Swimmer | 3 [REDACTED] | [REDACTED] | [REDACTED] | 16 | 17/07/2011 | Unknown.Non Paying | Approved |

| Personal | Profile | Events & Meets | Accreditation | Correspondence | History | Biometrics | | | | | | | | | | | | | | |
|---|--|---|---|--|--|--|------|---------------------|------------|---------------|---------|--|-------------|-------|--------------------|--|---------------------------|------|--------------|-------------|
| <p>This person</p> <p>Miss E [REDACTED] ([REDACTED])</p> <p>Add to Basket Personal details Add to Card run</p> | <p>Web Access</p> <p>Web User Id [Not set] Password [Not set]</p> <p>Edit</p> | <p>Status</p> <p>✔ Record [REDACTED] is currently active</p> <p>Lapse</p> | <p>Contacts</p> <p>Type Email addresses Personal [REDACTED]</p> <p>Log received email Send quick email</p> <p>Type Telephone [REDACTED] Mobile [REDACTED]</p> <p>Log incoming call Log outgoing call</p> <p>Edit contact details</p> | <p>Club</p> <p>Jasi Swim Club PO Box 29 064 Christchurch 8540</p> <p>Select</p> | <p>Approved Member Status</p> <p>Approved</p> <p>Edit</p> | <p>Subscriptions</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Competitive Swimmer</th> </tr> </thead> <tbody> <tr> <td>Pay Method</td> <td>Cheque / Cash</td> </tr> <tr> <td>Paid By</td> <td></td> </tr> <tr> <th>Description</th> <th>Value</th> </tr> <tr> <td>Club subscriptions</td> <td></td> </tr> <tr> <td>Region / State / National</td> <td>0.00</td> </tr> <tr> <td>Total</td> <td>0.00</td> </tr> </tbody> </table> <p>Subs due today 0.00 Total due 0.00 Discount Discounted 0.00</p> | Type | Competitive Swimmer | Pay Method | Cheque / Cash | Paid By | | Description | Value | Club subscriptions | | Region / State / National | 0.00 | Total | 0.00 |
| Type | Competitive Swimmer | | | | | | | | | | | | | | | | | | | |
| Pay Method | Cheque / Cash | | | | | | | | | | | | | | | | | | | |
| Paid By | | | | | | | | | | | | | | | | | | | | |
| Description | Value | | | | | | | | | | | | | | | | | | | |
| Club subscriptions | | | | | | | | | | | | | | | | | | | | |
| Region / State / National | 0.00 | | | | | | | | | | | | | | | | | | | |
| Total | 0.00 | | | | | | | | | | | | | | | | | | | |
| <p>Personal Address</p> <p>Address [REDACTED]</p> | <p>Secondary Club</p> <p>Select</p> | <p>Region</p> <p>Swimming Canterbury West Coast (code: 3) (normally derived from Club)</p> | | | | | | | | | | | | | | | | | | |

