How do I create a new member?
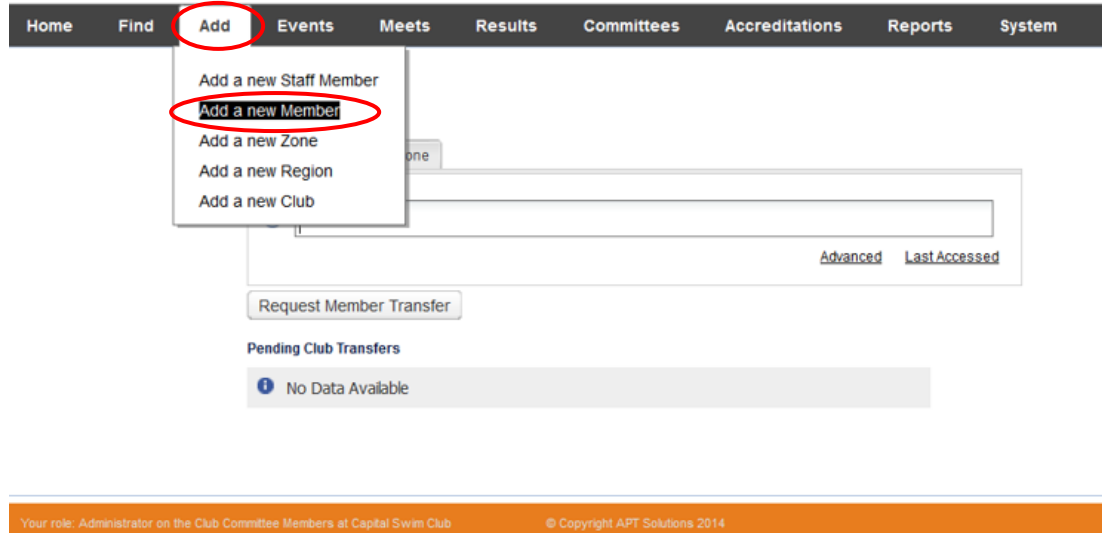
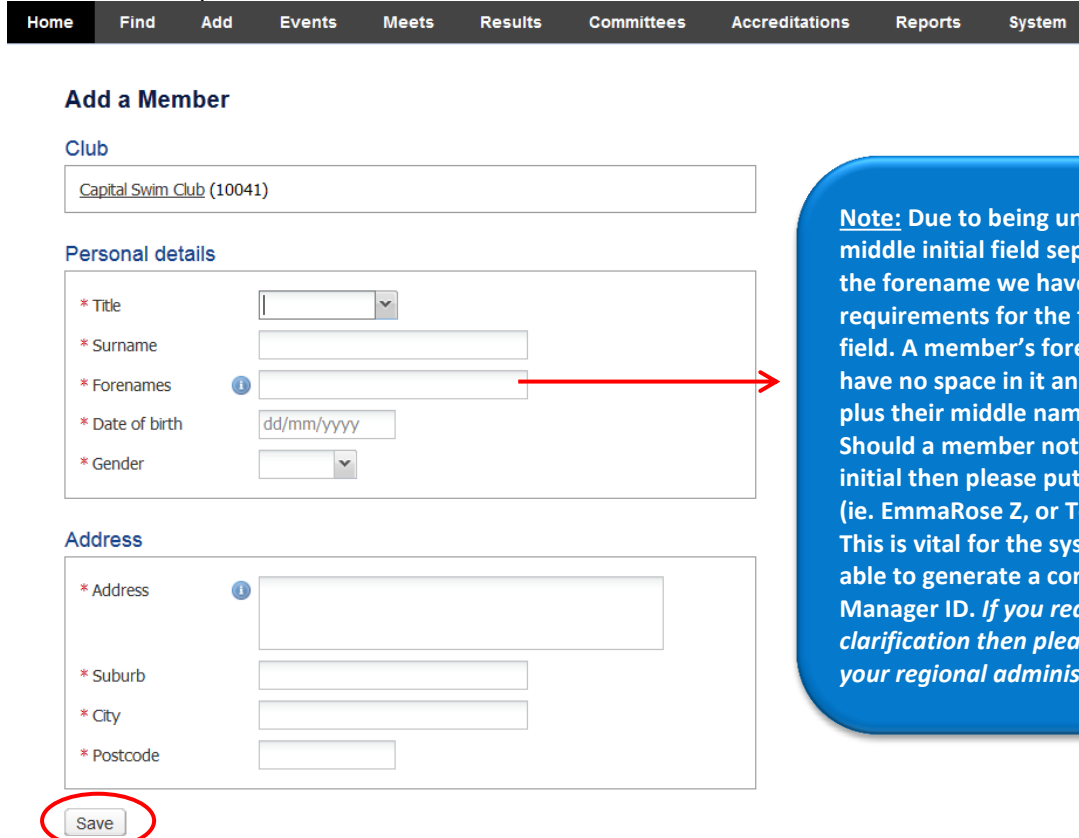**1**

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

| Home | Find | Add | Events | Meets | Results | Committees | Accreditations | Reports | System |

Add a new Staff Member
Add a new Member
Add a new Zone
Add a new Region
Add a new Club

Advanced   Last Accessed

Request Member Transfer

Pending Club Transfers

ⓘ No Data Available

Your role: Administrator on the Club Committee Members at Capital Swim Club   © Copyright APT Solutions 2014

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

| Home | Find | Add | Events | Meets | Results | Committees | Accreditations | Reports | System |

Add a Member

Club

Capital Swim Club (10041)

Personal details

* Title
* Surname
* Forenames ⓘ
* Date of birth   dd/mm/yyyy
* Gender

Address

* Address ⓘ
* Suburb
* City
* Postcode

Save

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.*

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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**

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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
ℹ 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.

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Add Family Member | Make Payment | **Edit Member**

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

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

Personal | Profile | Events & Meets | Accreditation | Correspondence | History | Biometrics

This person

Miss E ( )

Add to Basket   Personal details
Add to Card run

Contacts

Type   Email addresses
Personal

Log received email   Send quick email

Type
Telephone
Mobile

Log incoming call   Log outgoing call

Edit contact details

Personal Address

Address

Web Access

Web User Id   [Not set]
Password   [Not set]

Edit

Club

Jasi Swim Club
PO Box 29 064
Christchurch
8540

Select

Secondary Club

Select

Region

Swimming Canterbury West Coast (code: 3)
(normally derived from Club)

Status

✓ Record ___ is currently active

Lapse

Approved Member Status

Approved

Edit

Subscriptions

Type   Competitive Swimmer
Pay Method   Cheque / Cash
Paid By

Description   Value
Club subscriptions
Region / State / National   0.00
Total   0.00

Subs due today   0.00

Total due   0.00
Discount
Discounted   0.00