

How do I create a new membership type?

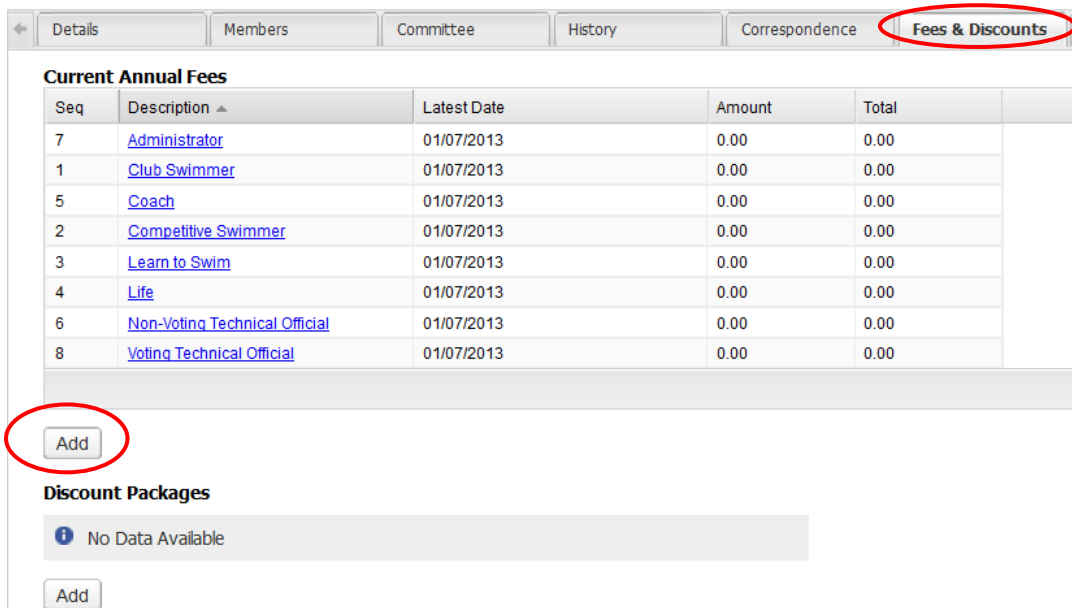
1

Click the Club tab and begin typing the name of your club. Select your club from the drop down list.



2

Select Fees & Discounts



Seq	Description	Latest Date	Amount	Total
7	Administrator	01/07/2013	0.00	0.00
1	Club Swimmer	01/07/2013	0.00	0.00
5	Coach	01/07/2013	0.00	0.00
2	Competitive Swimmer	01/07/2013	0.00	0.00
3	Learn to Swim	01/07/2013	0.00	0.00
4	Life	01/07/2013	0.00	0.00
6	Non-Voting Technical Official	01/07/2013	0.00	0.00
8	Voting Technical Official	01/07/2013	0.00	0.00

Click the Add button located underneath the Current Annual Fees table.

The following settings need to be selected:

- Give the membership a name in the Membership type field.
- Ensure the membership aligns with the correct Region Member type.

Only available once the CMS is in place:



- To make this membership available to new members online (through Join page) ensure Valid-new member is ticked.
- To make this membership available to renewing members online ensure Valid- reinstatement is ticked.



3

Enter your club fee *only* in the Annual sub box, and then Save.

Annual Fee

* Member type	<input type="text"/>	
Description	<input type="text"/>	
Region Member type	<input type="text"/>	
Member type	<input type="text"/>	
Sub-total	0.00	
Valid - new members	<input type="checkbox"/>	
Valid - reinstatement	<input type="checkbox"/>	
Obsolete	<input type="checkbox"/>	
Period covered	to 30/12/1968	
Annual sub	<input type="text"/>	
Total this level	0.00	

Parameters for junior fee type (optional)

Lower age limit	<input type="checkbox"/>
Upper age limit	<input type="checkbox"/>
Next Age Change to	<input type="text"/>

Renew as a different type (optional)

Renew As	<input type="text"/>
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