

Setting Club Membership Fees.

Before you start the renewal process you must set the membership fees for your different membership types.

- 1 Click on the Fees & Discounts tab in your clubs profile on the database.
- 2 Click on any membership type that you need to add fees against and edit the following.
- 3 Click the box for a joiner and reinstatement.
- 4 Ensure that the payable after date is 01/07 in the current year.
- 5 Enter your club fees for that membership type.
- 6 Click on the recalculate button

Annual Fee

* Member type

Description

Region Member type

Valid for joiners

Valid - reinstatement

Obsolete

Annual Subs

Payable After	Club Fees	Other subs	Total
<input type="text" value="01/07/2015"/>	<input type="text" value="125"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 7 Click "save" at the bottom of the page.

Note that if you have a pro rata payment where it changes throughout the membership year this can be added in this section. Add a start date for the new price to start and create as many of these as you have changes in charges.

