



Membership Setup

User Guide for JustGo

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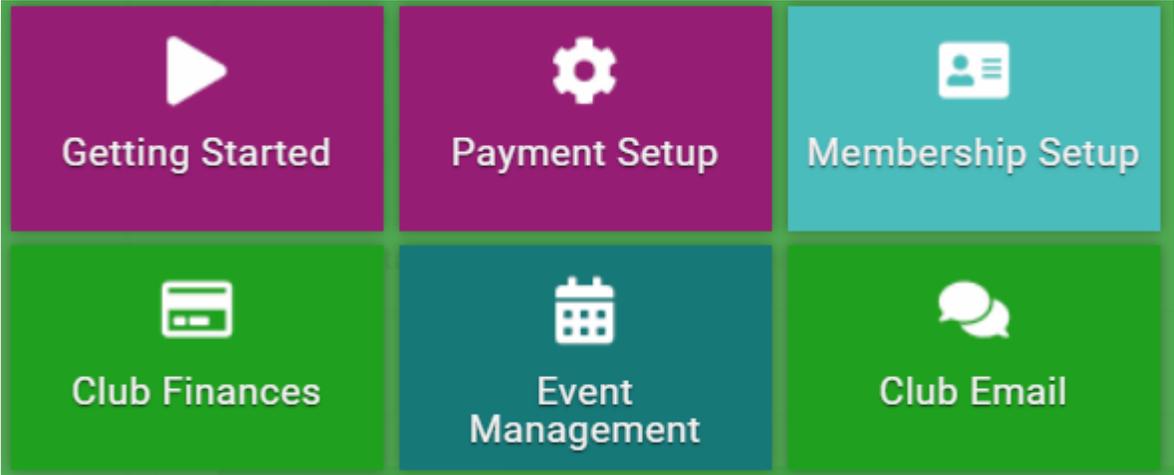
What is Membership Setup?



Membership Setup allows for sophisticated membership configuration so that you can personalise each members experience with what is right for them. Using branding and purchasing rules you can create as many memberships as you like and only display the relevant ones to each member.

How do I access Membership Setup?

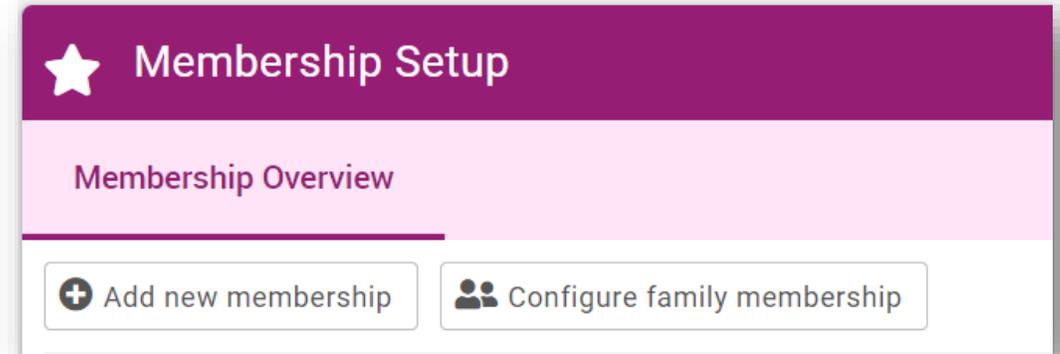
Once you are logged in, the Membership Setup will be found in your Menu.



How do I add a new Membership?



From the Membership Overview, click the Add New Membership button on the left hand corner at top of the page.



Adding Membership Details



Membership Name is the name that is presented to the member.

The screenshot shows a web interface for 'Membership Setup' with a purple header. Below the header is a 'Membership Overview' section. The main content area is titled 'New Membership' and contains a 'Membership Details' section. This section has a text input field for 'Membership Name' with an asterisk indicating it is required, and a text area for 'About this Membership'. At the bottom of the form, there is a checkbox labeled 'Hide About Membership'. In the top right corner of the form, there are three buttons: 'Cancel', 'Preview', and 'Save'.

Continued on the next page...

Adding Membership Details



About this Membership will appear to the member as a description so give this some thought.

The **Hide About Membership** tick box allows you to hide the More Info option displayed to the member.

A screenshot of a web form titled "About this Membership:". The form consists of a large, empty text input box. To the right of the input box is a small blue speech bubble icon. Below the input box, there is a label "Hide About Membership:" followed by an unchecked checkbox and a blue speech bubble icon.

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Adding Membership Details



You can select the color palate for the membership **Colour**.

Classification helps linking different level of memberships together. For example, Enterprise customers can link their memberships to JustGo for Club membership. By doing so when a member is purchasing JustGo for Clubs memberships the Enterprise membership auto adds to the cart. Note, classification can be enabled through JustGo Support.

Membership Image allows you to set/update the image displayed on the membership.

How long is the membership valid for allows you to specify the duration of the membership.

Membership to start on allows you to set the start period of the membership. If you set duration to 1 year. The expiry will be one day before the start date you set.

The screenshot shows a form with the following fields and options:

- Colour:** A dropdown menu.
- Classification:** A dropdown menu with an asterisk indicating it is required.
- Membership Image:** A dashed rectangular box containing the text "Click to set a Membership Image".
- How long is the membership valid for:** A field with the value "1", an asterisk, a dropdown menu with "Year" selected, and another asterisk.
- Membership to start on:** A dropdown menu with "Date of purchase" selected and an asterisk.
- Hide Membership Duration:** A checkbox that is currently unchecked, followed by a speech bubble icon.

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Adding Membership Details



Membership Image allows you to set/update the image displayed on the membership.

How long is the membership valid for allows you to specify the duration of the membership.

Membership to start on allows you to set the start period of the membership. If you set duration to 1 year. The expiry will be one day before the start date you set.

The screenshot shows a form for adding membership details. It includes the following fields and options:

- Colour:** A dropdown menu.
- Classification:** A dropdown menu with an asterisk indicating it is required.
- Membership Image:** A dashed rectangular box containing the text "Click to set a Membership Image".
- How long is the membership valid for:** A field with the value "1", an asterisk, a dropdown menu with "Year" selected, and another asterisk.
- Membership to start on:** A dropdown menu with "Date of purchase" selected and an asterisk.
- Hide Membership Duration:** A checkbox that is currently unchecked, followed by a speech bubble icon.

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Adding Membership Details



Hide Membership Duration tick box allows you to choose to hide the duration of the membership from the member at the time of purchase.

How many days before a membership expiry is it available for renewal allows you to restrict members from renewing this specific membership until a specific time.

A screenshot of a web form for adding membership details. The form has a white background and a thin grey border. It contains two sections. The first section is labeled "Hide Membership Duration:" and has an unchecked checkbox and a blue speech bubble icon. The second section is labeled "How many days before a membership expiry is it available for renewal?:" and has a text input field containing the number "30".

Hide Membership Duration: 

How many days before a membership expiry is it available for renewal?:

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Adding Pricing Details



Price allows you to set the price of the membership.

Display Price Settings allow you to control if or what price you would like to show to the members.

Subscriptions allows you to offer auto renewal options to your members.

Description is presented to the member during purchase.

A screenshot of the "Membership Pricing" configuration page. The page has a blue header with the number "2" and the title "Membership Pricing". Below the header, there is a "Price:" label followed by a text input field containing "25.00" and an asterisk. Underneath is the "Display Price Settings:" section with four radio button options: "Display Actual Price" (selected), "Hide Price", "Display Alternative Price", and "Display Price Range". Below these options are two tabs: "Subscriptions" (active) and "Instalments". Under the "Subscriptions" tab, there is a "Subscription Enabled?:" label with a checked checkbox and a speech bubble icon. Below that is a "Description:" label followed by a text area containing "0". At the bottom of the form, there is a "Make this subscription mandatory?:" label with a checked checkbox and a speech bubble icon.

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Adding Membership Details



Benefits allows you to add the benefits of the Membership and are displayed to the member before purchase.

You can add benefits using the Add a new Benefit button and typing free text into the box.

A screenshot of a web interface for configuring membership benefits. At the top, there is a blue tab labeled "4 Membership Benefits". Below the tab is a blue button with a plus sign and the text "Add a new Benefit". Underneath is a list of benefits, each in a separate row with a light gray background. The benefits listed are: "Monthly Magazine", "Monthly Prize Draw", "Free Training Sessions", and "Accident Insurance".

Benefits
Monthly Magazine
Monthly Prize Draw
Free Training Sessions
Accident Insurance

Adding Pricing Details



Price allows you to set the price of the membership.

Display Price Settings allow you to control if or what price you would like to show to the members.

Description is presented to the member during purchase.

A screenshot of a web interface for configuring membership pricing and tax options. The interface is divided into two sections: "Membership Pricing" and "Tax Options".
Membership Pricing
- A label "Price:" is followed by a text input field containing "0.00" and an asterisk "*" to its right.
- Below this is the label "Display Price Settings:" followed by four radio button options:
 - Display Actual Price
 - Hide Price
 - Display Alternative Price
 - Display Price Range
Tax Options
- A label "Do you need to charge tax for this membership?" is followed by two radio button options:
 - Yes
 - No

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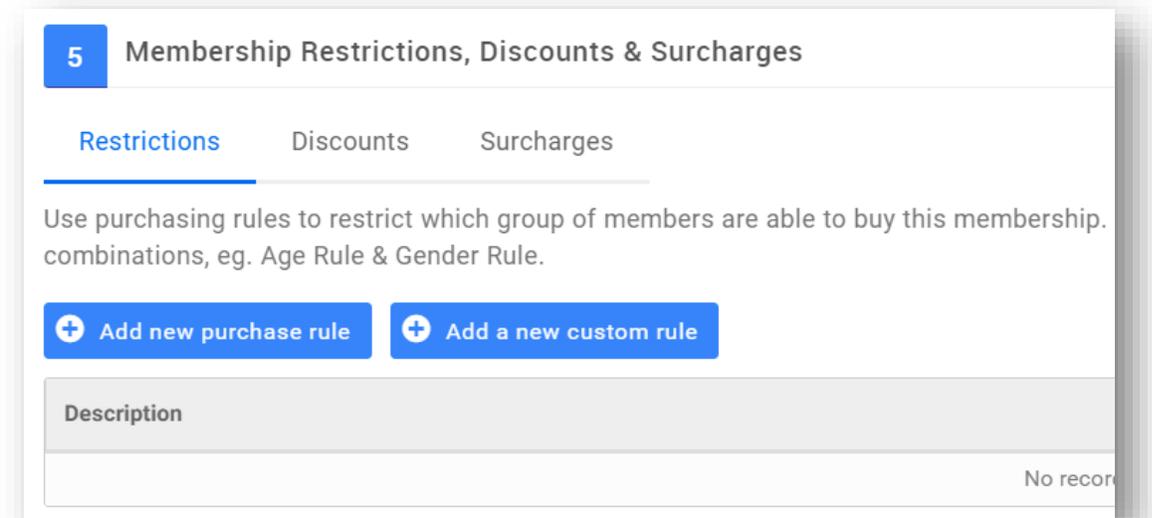
Adding Purchasing Rules

Membership Restrictions, Discounts & Surcharges allow you to set purchasing rules for memberships in order to provide personalization to the purchase journey.

Restrictions restrict the visibility of the membership to only members who meet the chosen criteria.

Discounts apply discounts for members who meet the chosen criteria.

Surcharge applies a surcharge for members who meet the chosen criteria.



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Adding Purchasing Rules



Restrictions

Purchase Rule Description is an internal reference for the rule.

Click on the Add New Rule button to add a standard rule. **Please see the Purchasing Rules FAQ for assistance.**

A screenshot of the JustGo purchasing rule configuration interface. At the top right, there is a checkbox labeled "Active:" which is checked. Below this is a text input field for "Purchase Rule Description:". Underneath is a section for "Purchase Rule Group" which includes the text "will be SATISFIED if the following conditions are met" and a red "REMOVE GROUP" link. There are two buttons: "Add a new rule to begin" (with a gear icon) and "Add New Rule" (in blue). At the bottom of the form, there is a purple "Rule Group" button, a "Cancel" button, and a green "Save" button.

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Adding Purchasing Rules



Discounts / Surcharges

Discount/Surcharge Rule Description is an internal reference for the rule.

From and **To** set the validity of the rule. The rule will not work outside of these dates.

Amount is the value of the discount which can be turned into a percentage using the **Is %** tick box.

Explanation is an internal reference for the discount value.

A screenshot of a web application interface for adding a discount rule group. The interface is light gray with white input fields. At the top right, there is a checkbox labeled "Active:" which is checked. Below this is a large text input field for "Discount Rule Description:". Underneath that is a row of three input fields: "Amount:" with the value "0.00", "Is %:" with an unchecked checkbox, and "Explanation:". Below these fields is a section titled "Discount Rule Group" with a red "REMOVE GROUP" link on the right. Under the title, it says "will be SATISFIED if the following conditions are met". There are two blue buttons: "Add a new rule to begin" (with a gear icon) and "Add New Rule" (with a gear icon). At the bottom of the form, there is a purple button with a plus sign and the text "Rule Group", and two buttons: "Cancel" and "Save".

Advanced Membership Journey



Additional Requirements allow you to take your membership one step further with advanced personalisation.

Create Headers and sections for additional info.

Collect a profile picture, qualifications or additional data during purchase.

You can even include upsell products such as the rewards scheme seen in the image.

Available for Pro Subscription.

The screenshot shows a step in a membership journey titled "6 Additional Requirements". It features a promotional offer for "JustGo Rewards" priced at "£4.99". The offer includes an illustration of gift boxes and a gift card. The text describes the benefits: "Get access to an array of online and in store discounts across some of the biggest retailers. With your purchase you will receive access to our online rewards portal from which you can start making instant savings." Below the offer is a navigation bar with various icons for editing and viewing the page.

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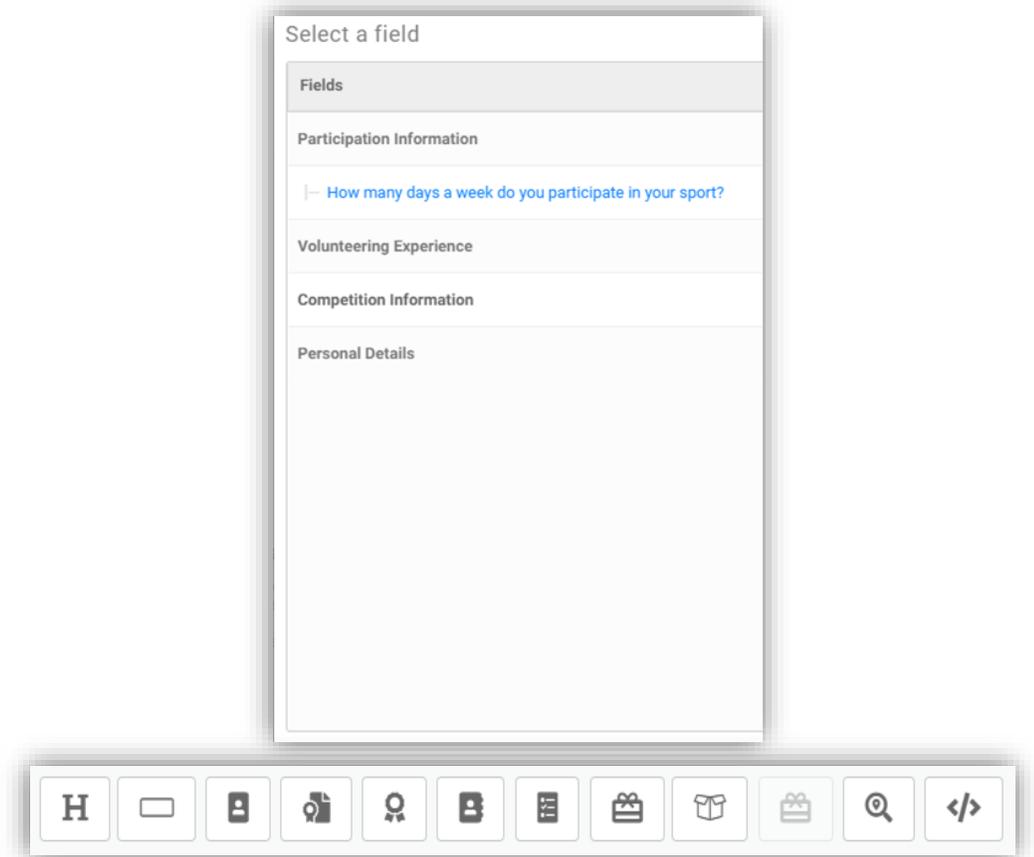
Advanced Membership Journey

Fields can be added to specific membership types through the Membership Setup feature.

You can apply individual fields to individual membership types so you do not have to have all the same fields under every membership.

Note: Fields must be created in the Member Overview to be used in the membership purchase journey.

Available for Pro Subscription.



Can I edit or remove a Membership?



A membership can be edited, deleted and the position of the membership on the member facing page can be edited using the icons below.

Note: If a membership has been purchased you can only make it inactive because of it's link to the member who purchased it.

Name	Description	Category	Price	Duration	Status	
Adult	Our standard membership suitable for all over the age of 18	Membership	£25.00	1 Year	Active	↑ ↓ ✎ ⌵

Delete
Inactive