

Membership Management FAQs

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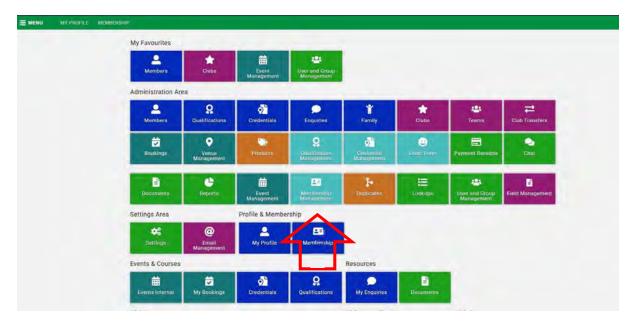


What is Membership Management?

Membership Management is the new feature that was added to GoMembership v2.1. With this feature Administrators are able to add and update their memberships (licences).

How do I access Membership Management?

Once you are logged in, you will find in the Administration Area a tile called Membership Management. Click the Membership Management tile from either your Home page or via the Menu.







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This displays all your memberships (licences) and can be summarised by Category or Status.

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What is a Category?

Membership Categories are a method of grouping different memberships which will help your members locate the memberships that they want to buy. It also separates between Club Affiliations and Memberships.

How do I add a new category?

To add a new category click on the Membership Categories button and then click on Add new category.

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A new category record will appear at the bottom of the page.

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| Accessible Areas | | | | 00 |

- Enter the name of the Category.
- Description is an internal reference to the category.
- Image allows you to upload an image which will be shown as a watermark style background on the category page presented to the member.
- Colour is a drop down list of the available system colours that is presented to the member when they are browsing memberships.
- Accessible Areas allows you to differentiate the category between NGB membership, Regional membership, Club Memberships and Club Affiliations

Use the green tick to save changes or the red cross to discard changes.



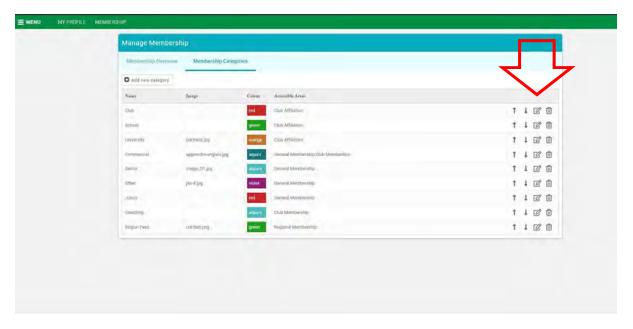
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Can I edit a Category?

Yes you can edit a category. Click on the Edit button against the category that you want to edit which expands the category's details.



Use the green tick to save changes or the red cross to discard changes.





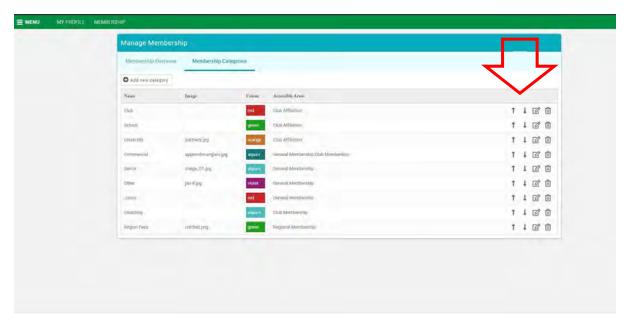
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Can I change the sequence of Categories?

Yes, there are sequence buttons (up and down) that you can use to change the position of the categories when displayed to the member.



The sequence is only appropriate within the Categories Accessible Areas, there is no need to group together Member Categories, Club Member Categories, etc.





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Can I delete a Category?

Yes you can delete a category if it is not required. Note however, that if the category has memberships (licences) linked to it you will need to re-link those licences to an appropriate category for your members to be able to see it/buy it.

| Membership Overview | Membership Catego | - | | |
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To delete a category click on the delete icon at the end of the row.





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How to add a new Membership?

To add a new membership click the Add New Membership button on the left hand corner on top of the page.

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| edult expitest: Partidine Volunteer Life Moniber | Volkofeer membership for those helping over 12 hours per month available to those over the age of 56. great Gulp | Senior Coubing | £10.00 14 Month £25.00 60 year | Active Active Active | t t t | 1 0 | 8 8 8 8 |
| Adult expitest Part-time Volunteer Life Morebar Smeil Club | Valuation membership for those helping over 12 hours per month available to those over the age of 50 great Oute | Seniar Couthing Chite | £10.00 L4 Moeth £25.00 60 year £75.00 L1 Year | Active Active | t t t | | 8 8 8 8 |

You will then be directed to a new window.

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| | Membership Diverview Membership Categories | |
| | Membership Details Membership Name: Category: | Gancel Sawe |
| | Hide About Membership: | |
| | Membership Image Click to set a Mentbership Image | |
| | How long is the membership valid for: 1 ★ Year ★ Date of purchase ★ ★ | |

The process is divided into 6 sections outlined below.





Membership Details

This is the section where you can add the basic details of the membership.

- Membership Name is the name that is presented to the member.
- Category is a drop down list allowing you to select the category this membership should be displayed in.
- Disable Bulk Renew excludes this membership being available in the Bulk Renew process
- About this Membership will appear to the member via the More Info section. When a member selects the membership, it will also display in an opening paragraph. This should explain to the member more information about this type of membership.
- Hide About Membership tick box allows you to hide the More Info option displayed underneath the membership.
- Colour is a drop down list of the available system colours that is presented to the member when they are browsing memberships.
- 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.
- 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.

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| 1 Membership Details | Help & FAQs |
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| How many days before a membership expiry is it available for renewal? 30 | |





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Membership Pricing

This section is where you can control the price and payment settings of the membership.

- Price allows you to set the price of the membership.
- Automatically pro rata price is only available when the membership is configured to be started on a fixed date. This offers your members a discount based on the number of days the membership will be valid for, if purchased at a later date than the configured one. If you want to offer a fixed discount than using the discount rules will be a better option.
- Display Price Settings allows 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.
 - Subscription Enabled allows you to turn this feature on for this Membership.
 - Description is presented to the member at the time of giving them the option to take out a reoccurring subscription.
 - Make this subscription mandatory allows you to automatically enrol your members into a subscription plan. If this is switched off then this option will be presented to the member but they would need to elect to sign up to the subscription plan.

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| | 3 Tax Options | Help & FAQs | |
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Note: If the membership is configured to be started on a fixed date, the Automatic Pro-Rata option will be available under this section.



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- Instalments allows you to offer payment plans to your members.
 - Instalment Enabled allows you to turn this feature on for this Membership. When switched on, payment by automatic instalments will be available to the member.
 - Description is presented to the member at the time of giving them the option to take out an instalment plan.
 - Initial payment value is the initial amount that is taken when the member selects the instalment option; this could be classed as the up-front charge.
 - Number of instalment payments determines the number of instalment payments that follows the initial payment.
 - Instalment Amount is the value of each instalment that will be charged to the member.
 - Frequency/Type determines the period that an instalment will be automatically charged.

| 2 Membership Pricing | | Help & FAQs |
|--------------------------------|-------------|-------------|
| Price: | | |
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| Display Alternative Price | | |
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| Subscriptions Installments | | |
| Instalment Enabled?: | P P | |
| Description: | p | |
| | | |
| Initial payment value: | | |
| Number of instalment payments: | | |
| Instalment Amount: | 0.00 | |
| Frequency/Type: | Monthly ~ 🗭 | |
| Payment Date: | Select 🔫 P | |

- Payment Date is the period that this instalment will be taken.

Note: Discount rules set on a membership will be disabled if instalments are enabled. They cannot work with each other.







Tax Options

This section allows you to charge taxes to your members. A pop up window will appear when it is enabled.

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- Tax Name is what the tax is shown as on the receipt.
- Tax Rate allows you to define the rate charged.
- Tax ID is an internal reference and used for reporting purposes. It is not visible to members.
- Add or Include allows you to select if the taxes are shown as inclusive to the membership price or added to the price.







Benefits

This section 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 a field will appear at the bottom of the list.

| u. | MY PROFILE | MEMBERSHIP | | |
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| | | | Make this subscription mandatory? | |
| | | | 3 Tax Options | Help & FAQs |
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| | | | 5 Membership Restrictions, Discounts & Surcharges | Help & FAQs |
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| | | | 6 Additional Requirements | Help & FAQs |

After entering the required text, click on the green tick to save changes or the red cross to discard changes.

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You can use the controls next to each benefit to reorder, edit and delete them.

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Membership Restrictions, Discounts & Surcharges

This section allows you to set purchase rules for this membership and is divided into 3 parts.

Restriction rules are used to specify the group of members that are able to purchase this membership. There are a list of standard rule types which can be grouped together to form different combinations, for example Age Rule & Gender Rule.

To add a rule click on the Add new purchase rule button and a rule box will appear.

- Purchase Rule Description is an internal reference to the rule.
- From is the date the rule will be valid from. .
- Ξ. To is the date the rule will be valid till.
- Click on the Add New Rule button to add a standard rule. Please see the Standard Rule FAQs for assistance.

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Discount rules are used to reduce the base price of the membership for specific groups of members. There are a list of standard rule types which can be grouped together to form different combinations, for example Age Rule & Gender Rule.

To add a rule click on the Add new discount rule button and a rule box will appear.

- Discount Rule Description is an internal reference to the rule.
- From is the date the rule will be valid from.
- To is the date the rule will be valid till.
- Amount is the value of the discount which can be turned into a percentage using the Is % tick box.
- Explanation is an internal reference to the discount value.
- Click on the Add New Rule button to add a standard rule. Please see the Standard Rule FAQs for assistance.

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| | | | 5 Membership Restrictions, Discounts & Surcharges | Help & FAGs |
| | | | Restrictions Discussts Suppliarges | |
| | | | Use discount rules to reduce the base price of this membership for specific groups of members, standard rule types which can be grouped together to form different combinations, eg. Apr Rule | you can drespunt path as fixed amount off or as a presentage. There are a life of a fixed and a life of |
| | | | Add new discount rule Add is new susstan rulp | |
| | | | Description | Antive |
| | | | | Antive @ |
| | | | Discount Nule Description | Fram. To |
| | | | | (A 18) |
| | | | Amount 0.00 Is in: Explanation: | |
| | | | Discount Rule Group | REMOVE GROUP |
| | | | will be SATISFIED If the following conditions are mat: | |
| | | | | |
| | | | Itale Group | |
| | | | Carnel Do | ne l |
| | | | | |
| | | | 6 Additional Bequirements | Help & FAQs |
| | | | | |
| | | | No Hern has been added yet. | |
| | | | H SECTION TO RELO E PROFILE PHOTO CREDENTIAL & QUAN | PÓATION 🖪 EMERGENCY CONTACT 📓 LIPTINS 🔁 PRODUCT |

 Surcharge rules are used to increase the base price of this membership for specific groups of members. There are a list of standard rule types which can be grouped together to form different combinations, for example Age Rule & Gender Rule.

To add a rule click on the Add new surcharge rule button and a rule box will appear.

- Surcharge Rule Description is an internal reference to the rule.
- From is the date the rule will be valid from.
- To is the date the rule will be valid till.
- Amount is the value of the surcharge which can be turned into a percentage using the Is % tick box.
- Explanation is an internal reference to the discount value.
- Click on the Add New Rule button to add a standard rule. Please see the Standard Rule FAQs for assistance.



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Additional Requirements

This section allows you to a create membership specific form for your members. You can include credentials, qualifications, emergency contacts etc. Please see the Field Management FAQS for more information.

| E MENU | MY PROFILE | MEMBERSHIP | | |
|--------|------------|------------|--|--|
| | | | 4 Membership Benefits Help & FAGs | |
| | | | O Add a new Seerch | |
| | | | Toda | |
| | | | No recent found | |
| | | | 5 Membership Restrictions, Discounts & Surcharges Help & FAQs | |
| | | | Restrictions Discounts Surcharges | |
| | | | Use purchasing rules to resplict which group of members are able to buy this membership. There are a list of atendard rule types which can be grouped together to form different combinations of Apa Rule & Kinode Rule. | |
| | | | Add new partness rule O Add a new cuator rule | |
| | | | Description. Listow | |
| | | N | Nicrosof Guint | |
| | | ┘〉 | 6 Additional Requirements Help & FAOa | |
| | | | No item trail been added yet. | |
| | | | Настоя пака в токи ного факазатии. В отпецион в развилает в очно быто в носто | |
| | | | Cancel Traver Street | |

You can preview how the membership would be presented to the member using the Preview button.

| 4 Membership Benefits | Help & FAOs |
|---|-------------|
| Add u pew Benetit | |
| Bearlin | |
| No regist found | |
| 6 Membership Restrictions, Discounts & Surcharges | Help & FAQs |
| Rethirdsons Discounts Surchargs | help a reda |
| combinations, eg. Age Rule & Gender Rule. Add hver pochese taki. Q. Add hver pochese taki. Q. Add hver pochese taki. Add hver pochese taki. Decorption Address taki. Address taki. Address taki. Address taki. Address taki. | |
| No vector Read | |
| 6 Additional Requirements | Help & FAQs |
| No item has been added yet. | |
| Накалон Слиго Палон оза Фенбиции Великанскомита. Покана Даноон | |
| | |

Click on the Save button to save changes.





Can I edit a Membership?

Yes you can by clicking on the Edit button next to the membership you want to edit.

| Manage Memb | ership | | | | | | | |
|---|--|----------------------------|--|--|-------------|-------------------------|--|--|
| Membership Overv | www Membership Categories | | | | | | | |
| O Add new member | O Add new membership 44 Configure family membership | | | | | | | |
| Total | Total Club Juntor Commercial Sentity Other Eduching | | | | | | | |
| 15 Summary Dy Members | | | | | 7 | \Box | | |
| Name | Description | Category | Price Dur | ition Status | | \checkmark | | |
| Gold | Highest benefits of which there are many | Opromeetial | Elina.aa in Vi | ar Active | t | 100 | | |
| Shet | Not gute so many broefits | Dommercial | £90.00 1 W | ar Active | Ť | 100 | | |
| Supporter | Soporter Lidence | (Committee) | £20.00 141 | tonth Active | t | 100 | | |
| | JuniarLicence | Comminical | £78.00 6 M | oth Active | T | 100 | | |
| Junior expitest | | | | | | | | |
| Aduit explicit. | Adult Libence | Sintor | £390.00 3 W | ieli Active | Ť | 160 | | |
| | Adult Elicence Vüllenheiel mentilerattio für bloss helding over 12 hours per month. | Sentor | E390.00 3.W | | | 160 | | |
| Adult exp jest | | | | forith Active | | 1 2 0 | | |
| Aduit exp Jest Part-lime Volunteer | Voluntieel membership for those helping over 12 hours per month | Senior | E10.00 141 | tonth Active | T T | 100 | | |
| Aduit exp test Part-lime Volunteer Life Member | Wainteel membersho for those helping over 12 hours per month. Available to those over the age of 50 | Senior Chaching | E10.00 141 | Active an Active at Active | 1 1 1 | 160 | | |
| Aduit exp junt Part-lime Volunteer Life Member Senal Dub | Velocities memorystra for those helping over 12 hours per month. Available is those over the ego of 50 gmap Club | Senior Cructing Diab | E10.00 141 625.00 10 E75.00 1 11 | North Active Aun Active at Active At Active | 1 1 1 | 1 2 0 1 2 0 1 2 0 | | |



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Can I change the sequence of Memberships?

Yes, there are sequence buttons (up and down) that you can use to change the position of the memberships when displayed to the member.

| Manage Memb | ership | | | | | | |
|--|---|---|--|---|---|-----------------------|------|
| Membership Overv | Membership Overview Membership Categories | | | | | | |
| O Add new member | O 3dd new membership 44 Configure family membership | | | | | | |
| Total | Club Junior Dummercial Senior Other | Crectling | | | | | |
| 0 | 2000 | - | | | | | |
| (15) | 3 (1) (4) (3) (2) |)(1) | | | | | |
| | 20000 | 0 | | | ~ | | |
| Summery By Monteenst | bip Category | | | | | | |
| Name | Description | Canquy | Price Du | ration Sta | test | $\mathbf{\mathbf{v}}$ | |
| Gold | Highest benefits of which there we many | Gommential | £100.00 1 V | eer Ad | live 1 | 110 | 80 |
| Stee | Not quite so many benefits | Commercial | £90.00 1 V | ear Ac | ove 1 | 1 1 | 30 |
| | Support Ucence | | dantasi un | and and | ne 1 | | 30 |
| Supporter | supportion protocol | Committela | E20.00 14 | Merica Me | 100 | 1 1 3 | |
| Supportien | Jusiar Lipsson | Commerces | £20.00 14 | | | | |
| | | | | looth Ac | tive 1 | | 20 |
| Junior expitent | Juster Liowow | Communical | £78.00 61 | torith Ac | tver 1 zve. 1 | | 20 |
| Junior expitent | Junier Liesene Andri Liesene | Communical Senior | £78.00 6.8 £390.00 8.4 | tent Ac tent Ac Month Ac | live 1 ove 1 | | 2020 |
| Junitr explant Adult explant Pictitime Volunteer | Junier Liensee Adult Liensee Volkiher mentenstrije for these helping over 12 hours per mentet | Communical Senior Senior | £78.00 61 £390.00 34 £10.00 14 | teeth Ac teek Ac Month Ac Year Ac | tver 1 over 1 been 1 | | |
| Junior and feet Adult and test Part-time Volumeer Life Member | Junier License Adult License Völkehen membristisje for (Noan helping over 12 hours per month) Avallable to those over the ego of 50 Emet Club | Communical Senter Senter Deaching | £78.90 64 £390.00 34 £10.00 14 £25.00 60 | keeth Ac Neek Ac Month Ac Vikar Ac Nai Ac | tive 1 svd. 1 tive 1 sve 1 | | |
| ukusbrevop fæst Adult sop fæst Part time Volunteer Lifa Membies Brinal Cityp | Junier License Adult License Völarher memberstip för (haar helping over 12 haars per mentli Avallable to trisse over the ege of 50 Breat Club | Communical James Samer Datching Chilo | £78.00 61 £390.00 34 £10.00 14 £25.00 60 £76.00 14 | tenth Ac Month Ac War Ac Mu Ac | tive 1 ben 1 ben 1 ben 1 ben 1 ben 1 | | |

The sequence is only appropriate within the Categories, there is no need to group together Member, Club Member, etc.



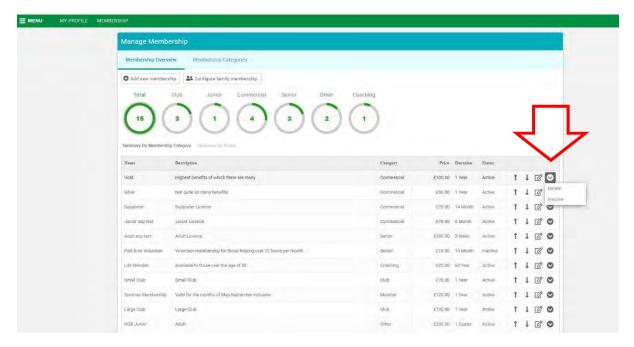


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Can I deactivate a Membership?

Yes, it is possible to deactivate a membership without deleting it. This however will not affect purchased memberships (Licences). To deactivate a membership, click on the Settings button and click on Inactive.



Can I delete a Membership?

Yes, it is possible to delete a membership using the Settings button next to the membership. However it is STRONGLY Recommended to deactivate a membership as opposed to deleting it as all auditability of that membership might be lost permanently.

| Manage Memb | ership | | | | | | | |
|---------------------------------|---|----------------|---------|----------|----------|---|---|-----|
| Membership Overv | w Membership Calegories | | | | | | | |
| Add new members | Club Junior Commercial Senior Other | Cosching | | | | | | |
| Summory By Membersh | p Category Summers by Amore Description | Category | Price | Ducation | Status | | | |
| Gold | Highest benefits of which there are many | Commercial | £100.00 | 1 Year | Active | Ť | 1 | 8 |
| Silver | Not quite so many benefits | Commercial | £90.00 | 1 Year | Active | Ť | ł | 8 |
| Supporter | Supporter Licence | Commercial | £20.00 | 14 Month | Active | î | 1 | 2 |
| Junior exp test | Junior Licence | Commercial | £78.00 | 6 Month | Active | Ť | Ļ | 8 |
| Adult exp test | Adult Licence | Senior | 00.0663 | 3 Week | Active | î | 1 | 2 6 |
| Part-time Volunteer | Valunteer membership for those helping over 12 houts per month. | Senior | £10.00 | 14 Month | Inactive | î | ţ | 8 |
| Life Member | Available to those over the age of 50. | Coscherg | £25.00 | 60 Year | Active | T | 1 | 3 |
| | Small Club | Chib | £75.00 | 1 Year | Active | Ť | 1 | 3 |
| Small Club | | | £120.00 | 1 Year | Active | Ť | 1 | 81 |
| Small Club Summer Membership | Valid for the months of May-September inclusive | Member | | | | | | 01 |
| | Valid for the months of May-September inclusive Large Club | Member Club | E125.00 | 1 Year | Active | Ť | 1 | - |





Can I create Family Membership packages?

Yes, it is possible to create Family Membership packages. To do so, click on the Configure family membership button.

| Manage Memb | ership | | | | | | | |
|---|--|--------------------------------------|---------------------------------------|---|--------------------------------------|-----------------------|-----|------------|
| Membership Overview Membership Categories | | | | | | | | |
| Add new membership At Configure family membership Total Chub Junior Clemmerclal And Other Clearling | | | | | | | | |
| | | | | | | | | |
| Total | | Crecinny | | | | | | |
| (15) | 3 (1) (4) (3) (2) | (1) | | | | | | |
| U | 00000 | 0 | | | | | | |
| | | | | | | | | |
| Summery By Montherste | 6 Category | | | | | | | |
| Name | Desertquien. | Caugary | Price | Duration | Shiter | | | |
| Gold | Highest benefits of which there are many | Commencial | £100.00 | 1. Venc | Active | Ť | 1.1 | 20 |
| She | Not quite so many benefits | Commercial | £90,00 | 1 Vear | Active | Ť | 11 | 20 |
| Supporter | Support Voence | Commelcial | E20.00 | 14 Month | Active | t | 4 1 | 20 |
| | | | | | | | | |
| Junior exp test | Junier Lionope | Commandial | £78.00 | ó Morith | Active | Ť | 11 | 20 |
| | Junier Lipscon Adult Lipscon | Commental | £78.00 £390.00 | | Active Active | | | e o e o |
| Junity explant | | | £390.00 | | | t | 11 | |
| uhanibr anp fant Adult king test | Adult Licence | Senior | £390.00 | 3 week | ACTIVE. | t t | 11 | 20 |
| ulunion exp feet Adult exp test Psiciliare Volunteer | Advit Licence Volueher membrasis for those heiging over 12 hours per month | Senior | £390.00 £10.00 | 3 week 14 Month 60 Year | Active | † † † | 41 | 1 0 1 0 |
| ulunion exp feet Adult exp test Painklime Volunteen Life Member | Advit Lipence Websiteer meetilemblip for those helping over 12 hours per mostli Available to those over the age of 50 | Sentor Sentor Dauchling | £390.00 £10.00 £25.00 | 3 week 14 Month 60 Year 7 Yeau | Active Active Active | † † † † | | |
| uhunibr exp fest Adult exp fest Paint lime Volunteer Uils Mambas Brnait Glub | Advit Lippinge Wolaither membership for those helping over 12 hours per month divisible to divise over the age of 50 Small Club | Senter Senter Daabling Club | £390.00 £10.00 £25.00 £75.00 | 3 week 14 Month 60 Year 1 Year 1 Year | Active Active Active Active | † † † † † | | |

You will be redirected to the family configuration screen. It is divided into 4 sections.

| MENU MY PROFILE | MEMBERSHIP | |
|-----------------|--|-------------|
| | Manage Membership | |
| | Membership Overview Membership Categories | |
| | - New Family Membership | |
| | | Cancel Save |
| | Family Membership Details | |
| | Do you want to activate Family Membership / Discounting? 🔝 🗭 Membership Name: | |
| | * | |
| | Description: | |
| | | |
| | Celour: Volet - | |
| | Membership Image | |
| | A LINE AND | |
| | 0 | |
| | 2 Price and Combination Setup | |
| | You can setup your family membership using the following methods | |





Family Membership Details

This is the section where you can add the basic details of the membership.

- Do you want to activate Family Membership / Discounting allows you to switch on this feature.
- Membership Name is the name that is presented to the member.
- Description will appear to the member via the More Info section. When a member selects the membership, it will also display in an opening paragraph. This should explain to the member more information about this membership.
- Colour is a drop down list of the available system colours that is presented to the member when they are browsing memberships.
- Membership Image allows you to set/update the image displayed on the membership.

Price and Combination Setup

This section is where you can control how the family membership should be priced. It is possible to create multiple combinations under both methods.

| NU | MY PROFILE | MEMBERSHIP | £ | | | | | | |
|----|------------|------------|---|---------------------------------|-------------------------|--------------------------|-------------|----------|---|
| | | | 2 Price and Combination Setu | ip. | | | | | |
| | _ | | You can setup your family members | hip using the following methods | | | | | |
| | | | Age Set your Adult/Child age | threshold and then setup your | combinations and mice e | a. 7 Adults + 2 Children | | | |
| | | _ / | Type Setup your combination | | | | | | |
| | | | Age & Membership Settings | cond the space strange and | | | | | |
| | | | The age you consider someone to b | e an Adult To | | | | | |
| | | | Select which memberships are valid | | | | | | |
| | | | Cold (E100) | Silver (£90) | Supporter (£20 | 1) | | | |
| | | | G Jumor exp test (E75) | Adult exp lest (E390) | Part-time Volur | nteer (E10) | | | |
| | | | E Life Member (£25) | G NGE Junior (E200) | Teen (E20) | | | | |
| | | | () Mardo (£0) | 🖾 (estMonth (É12) | | | | | |
| | | | Combinations | Children Betwee | m = 2 and 5 | Minimum Family Members | Price Fored | - 125.00 | ۵ |
| | | | 2. Adult Equal To - 1 | Children Equal 1 | For - 4 | Minimum Family Members | Price Food | - 150.00 | Ó |
| | | | 3. Adult Between = 0 and | Z Children Betwee | m'+ 0 | Minimum Family Members | Price Fixed | * 25.00 | Ô |
| | | | at Add New Combination | | | | | | |
| | | | with a start of a start of a start of | ambarahin? | | | | | |
| | | | Do you need to obarge tax for this m I Yes I No. | | | | | | |

- Under the Age method, you are able to set up the membership based on the age the membership should consider a member an adult.
 - Enter the age you the member should be considered an adult.
 - Select the memberships you would want to include in the Family Memberships.
 - With the Add New Combination button create a combination.
 - You are able to specify a fixed number or range of adults and children needed in order to qualify for the discount.
 - Enter the minimum number of family members needed in order to qualify for the discount.
 - Enter the discount value and select if it should be calculated as a fixed amount or as a percentage.





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| MY PROFILE | MEMBERSHIP | | | | | | |
|------------|------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|----------------------|---|
| | | 2 Price and Combination Se | tup | | | | |
| | N | You can setup your family membe | ship using the following met | thods | | | |
| _ | | Age Set your Adult/Child a | e threshold and then setup | your combinations and price e.g. | 2 Adults + 2 Children | | |
| | | • Type Setup your combinatio | ns using your specific memb | tership types | | | |
| | -/ | Age & Membership Settings | | | | | |
| | V | Select which memberships are val | d for family membership * | | | | |
| | | R Gold (0100) | 🖈 Silver (E90) | M Supporter (E20) | | | |
| | | III Junior exp test (£78) | Adult exp test (£390) | Part-time Volunte | eer (E10) | | |
| | | 🖻 Life Member (£25) | C NGB Junior (£200) | Tegn (£20) | | | |
| | | III Murtia (ED) | testMonth (E17) | | | | |
| | | | | | | | |
| | | Combinations | | | | | |
| | | 1 📓 Equal To 🐲 | 2 | Between = 2 and 5 | Minimum Family Members 4 | Price Fixed + 175.00 | ۵ |
| | | 2 🖉 Equal To - | r | Equal To - 4 | Minimum Family Members | Price Fixed ~ 150.00 | |
| | | 3 Between - | 0 and 2 | Between * 0 | Minimum Family Members | Price Fixed ~ 25,00 | |
| | | 4 🗮 Between = | 2 and 2 | Between + 2 and 2 | Minimum Family Members | Price Fixed - 0.00 | 1 |
| | | | | | | | |

- Under the Type method, you can set up the family membership based on the type of membership offered in the package. Choose this method if you want to offer discounts if multiple memberships are bought together.
 - Select the memberships you would want to include in the Family Memberships.
 - With the Add New Combination button create a combination.
 - Select a combination of two memberships and a fixed or range of number of those memberships that should be taken out in order to qualify for the discount.
 - Enter the minimum number of family members needed in order to qualify for the discount.
 - Enter the discount value and select if it should be calculated as a fixed amount or as a percentage.
- Do you need to charge tax for this membership allows you to charge taxes. Please refer to page 13
- Display Price Settings allows you to control if or what price you would like to show to the members.





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Benefits

This section 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 a field will appear at the bottom of the list.

| IENU | MY PROFILE | MEMBERSHIP | | 2 detwedn 2 one 2 2 | 0.000 III |
|------|------------|------------|---|---------------------|-----------|
| | | | | | |
| | | | Add New Combination | | |
| | | | Do you need to charge tax for this membership? | | |
| | | | Yes No | | |
| | | | Display Price Settings: | | |
| | | | Hide Price | | |
| | | | Display Alternative Price | | |
| | | | Display Price Range | | |
| | | | | | |
| | | | 3 Family Membership renefits | | |
| | | | Add a new Benefit | | |
| | | | Benefits | | |
| | _ | | BIG Family Benefits | | t I 🖉 🗇 |
| | | | | | 8 9 |
| | | | J | | |
| | | | 4 Settings | | |
| | | | | | |
| | | | Position that family membership will be shown Show family membership as the first option * | | |
| | | | Stow remain memory as the met option | 17 ml | |
| | | | | Cancel Save | |

After entering the required text, click on the green tick to save changes or the red cross to discard changes.

| NU MY PROFILE | MEMBERISHIP | | | | |
|---------------|-------------|--|------------------|---|--------------------|
| | | A Blocker Field | a select to be a | 2 | 102 / 102 J.CO III |
| | | add New Combination | | | |
| | | | | | |
| | | Do you need to charge tax for this membership? | | | |
| | | Display Price Settings | | | |
| | | * Hide Price | | | |
| | | O Display Alternative Price | | | |
| | | 10 Display Price Range | | | |
| | | | | | |
| | | Family Membership Benefits | | | |
| | | Add a new New Ye | | | |
| | | Descille | | | |
| | | | | | |
| | | Bog Farring Donality | | | t 4 🖉 🗇 |
| | | finaurance during competitions.] | | 1 | 00 |
| | | | | | |
| | | and the second s | | | |
| | | A Settings | | | |
| | | Position that family membership will be abown | | | |
| | | Show family membership as the first uption = | | | |
| | | | Cancel Shire | | |
| | | | | | |





You can use the controls next to each benefit to reorder, edit and delete them.

| Do you need to charge tax for this membership? Ø Yes * No Display Price Settings: * Hide Price | | | | |
|---|---|--|---------|---|
| Do you need to charge tax for this membership? © Yes Display Price Settings: # Hide Price | | | | |
| Do you need to charge tax for this membership? © Yes Display Price Settings: # Hide Price | | | | |
| © Yes No Display Price Settings: Hide Price | | | | |
| © Yes No Display Price Settings: Hide Price | | | | |
| Display Price Settings: Hide Price | | | | |
| Hide Price | | | | |
| Hide Price | | | | |
| | | | | |
| | | | | |
| Display Alternative Price | | | | |
| Display Price Range | | | | |
| | | | | |
| Family Membership Benefits | | | | |
| | | | | |
| 🕙 Add a new Benefit | | | | |
| Benefits | | | | |
| | | | | |
| BIG Family Benefits | | | t i 🖉 🔟 | |
| Insurance during competitions | | | t 1 / 🗇 | |
| | | • | | |
| | | | | |
| 4 Settings | | | | |
| Position that family membership will be shown | | | | |
| Show family membership as the first option * | | | | |
| | | | | |
| | Cancel Save | | | |
| | | | | |
| | Display Price Range Panily Membership Benefits Act a new Wandle Act a new Wandle Restine Bits Fanily Benefits Insurance during congetitions Settings Pastion that family membership will be shown Show family membership as the first option | Display Price Range a family Membership Benefits b Act a new Remelt c Act a new Remelt <lic a="" act="" ne<="" td=""><td></td><td>Sisplay Price Range Image: Second State S</td></lic> | | Sisplay Price Range Image: Second State S |

Settings

This section allows you to select if the Family Membership package would be presented to your members as the first or last membership option.

| MY PROFILE | MEMBERSHIP | And a state of the | and the second | | | | |
|------------|------------|--|--|---|---|------|-----|
| | | a million a such | FT 5211461 | 2 | | 4/99 | im. |
| | | And New Combination | | | | | |
| | | Do you need to charge tax for this membership? | | | | | |
| | | Display Price Sattings: | | | | | |
| | | Hide Price | | | | | |
| | | Ø Display Alternative Price | | | | | |
| | | Ø Display Price Range | | | | | |
| | | 3 Family Membership Benefits Add is new Reputit | | | | | |
| | | Bemefitt | | | | | |
| | | BIG Family Benefits | | | t | 1 / | Ô |
| | | Insurance during-competitions | | | t | 1 1 | 面 |
| | Л | 4 Settings | | | | | |
| | | Position that family membership will be shown | | | | | |
| | _ / | Show family membership as the first option - | | | | | |
| | V | Show family membership as the first option Show family membership as the last option | Dancel Dave | | | | |
| | | state to the second state and the second second | Gancer | | | | |

Save the changes using the green Save button after your configuration has been completed.





Can I configure prices for additional members?

Yes, it is possible to configure prices for each additional adult or child but only under the Age method. There are three options to choose from.

| MY PROFILE | MEMBERSHIP | | | | | | | | |
|------------|------------|------------------------------------|------------------|--------------------------|---------------------|------------------------|-------------|----------|---|
| | | Age & Membership Settings | | | | | | | |
| | | The age you consider someone to | be an Adult 1 | 6 * | | | | | |
| | | Select which memberships are va | lid for family m | embership * | | | | | |
| | | Gold (£100) | | 690) | Supporter (£20) | | | | |
| | | @ Junior expitest (£78) | Adult e: | ep test (£390) | R Parl-time Volunte | ner (E10) | | | |
| | | Life Member (£25) | 🗃 NGB Ju | mior (£200) | 2 Teen (£20) | | | | |
| | | G Murdo (E0) | 2 testidor | nth (6.12) | | | | | |
| | | | | | | | | | |
| | | Combinations | | | | | | | |
| | | | | | | Minimum Family Members | | | |
| | | 1 Adult Between + 2 an | 9.2 | Children Between | 2 and 2 | 2 | Price Frond | - 125.00 | Ē |
| | | | | | | | | | |
| | | 22 Add New Combination | | | | | | | |
| | | | | | | | | | |
| | | Do you need to charge tax for this | membership? | | | | | | |
| | | Yes * No | | | | | | | |
| | | Price for any additional Adults | | Price for any addition | al Children | | | | |
| | | * Full Price | | E Full Price | | | | | |
| | | O Free | | * Free | | | | | |
| | | Set a specific price | | Set a specific price | | | | | |
| | | - on a specific bires | | an vici il sherine birce | | | | | |
| | | Display Price Settings | | | | | | | |
| | | I Hide Price | | | | | | | |
| | | Display Alternative Price | | | | | | | |
| | | Display Price Range | | | | | | | |
| | | Display Price Range From | Display Price R | ange To: | | | | | |
| | | | 1.1.1 | | | | | | |

Can I edit Family Membership packages?

Yes, it is possible to edit the Family Membership packages however it will only affect future purchases.

Can I combine Family Membership packages with individual membership discounts?

No, Family Membership package discount will be dictated by the configuration based on the Family Membership settings.

Which combination will the system present?

GoMembership will always present the cheapest option available to the members.

