

Membership Setup FAQs

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What is Membership Setup?

Club+ allows multiple club membership packages to be created representing those offered by your club. The Membership Setup facilitates the creation and onward maintenance of these packages.

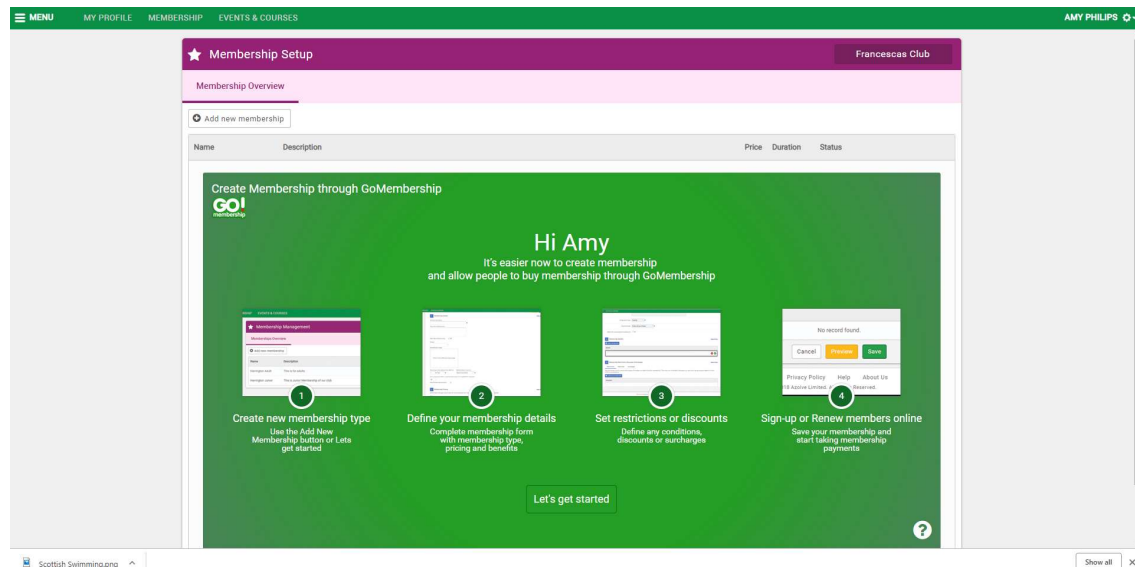
How do I use Membership Setup?

As a Club Administrator you will notice that one of the additional Club+ tiles displayed in your Menu is called "Membership Setup". To commence Membership Setup simply click this tile.



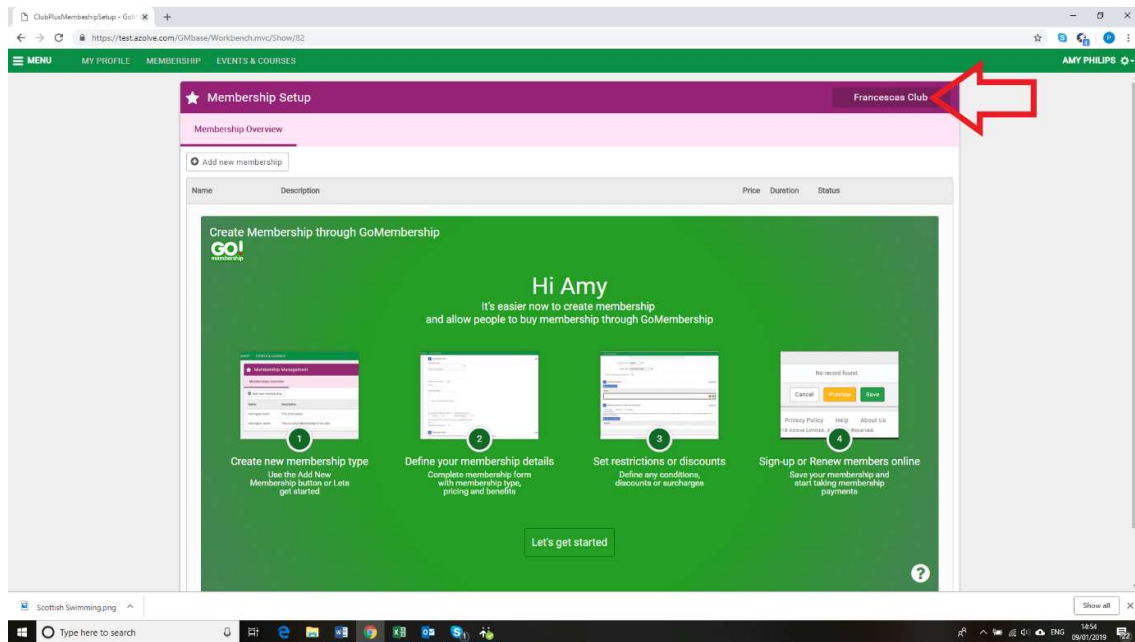
How do I start to set up Memberships?

Selecting the "Membership Setup" tile exposes a screen similar to that shown below.

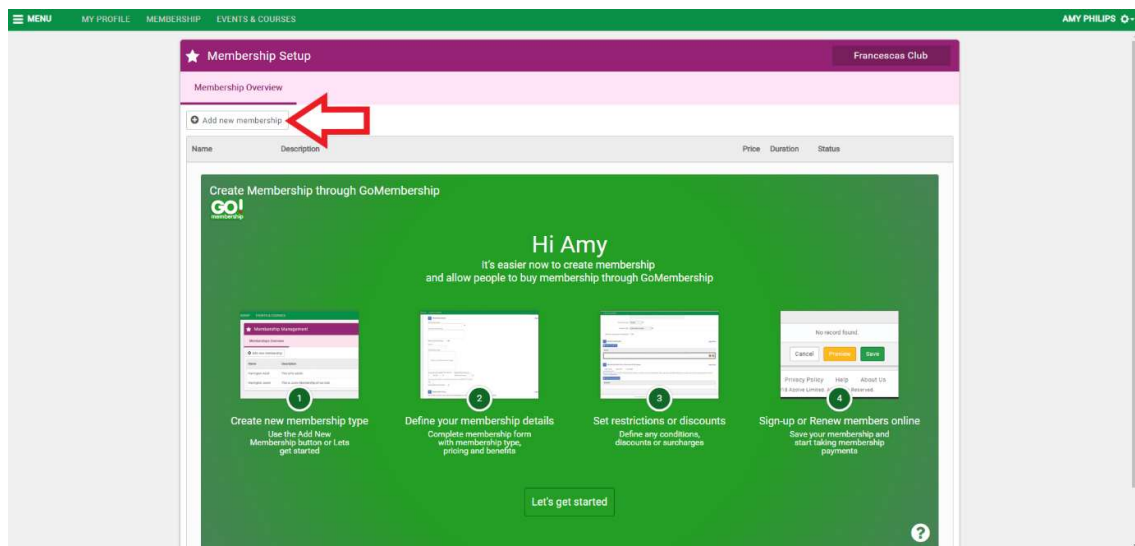


This outlines the various steps to creating your club membership packages.

Note should you be the Club Administrator of more than one club then you are able to switch between which club you would like to create or amend the Membership Setup by clicking on the button highlighted below which toggles between the various clubs you are designated as an administrator:



To create a new membership package, click the button on the top left indicated below:



When can I create a new Membership?

You are able to create and amend a membership package at any time.

What information do I need to create a Membership?

For any membership there are four types of information that you will need:

- Description:
 - Name or title of the membership type (e.g. Adult);
 - An outline description to help members select the most applicable to them, although you have the option to hide this description if not required;
 - An image that best represents the membership package for your sport;
 - How long the membership will be valid (e.g. week, month or year);
 - And the start date (on purchase, new year, custom date etc.).
- Pricing:
 - Cost of the membership package;
 - You are then able to offer this as a one-off or a recurring payment (subscription). If subscription, Club+ will automatically renew as long as the member's card remains valid;
 - For very expensive memberships, there is also the option to define instalments to assist with payment.
- Benefits:
 - A list of benefits that the member appreciates by taking out this membership package. This allows you to differentiate between two similar packages, one might be monthly and another annual, the latter offering a discount.
- And any Restrictions, Surcharge & Discounts you wish to apply:
 - A number of options are available to apply purchasing rules against the membership package. In the case of restrictions these include age (e.g. only available to members under 19 etc.) and gender.
 - If the membership starts at a particular time of the year then rules can be defined for any discounts or surcharges to be applied (e.g. if the membership is on a calendar basis and member buys after June 1st then a 50% discount is applied etc.)

Can I restrict a Membership to only junior members?

Yes, within a Membership Setup there is the ability to define purchasing rules or restrictions. In the fourth section of the Membership Setup (Membership Restrictions, Discounts & Surcharges) there is the option to “Add new purchase rule” – see below:

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Restrictions Discounts Surcharges

Use purchasing rules to restrict which group of members are able to buy this membership. There are a list of standard rule types which can be grouped together to form different combinations, eg. Age Rule & Gender Rule.

[Add new purchase rule](#)

Description	Active
No record found.	

Depending upon the Club+ package you have subscribed to there are a number of predefined rule types. One of those available to all Club+ packages is Age based. See the screenshot below which is exposed once the “Age” rule is selected:

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Restrictions Discounts Surcharges

Use discount rules to reduce the base price of this membership for specific groups of members, you can discount both as fixed amount off or as a percentage. There are a list of standard rule types which can be grouped together to form different combinations, eg. Age Rule & Gender Rule.

[Add new discount rule](#)

Description Active

Discount Rule Description:

Amount: Is %:

Explanation:

Discount Rule Group SAVE CANCEL

will be SATISFIED if the following conditions are met

Age is and

[Add a new rule to begin](#) [ADD RULE](#)

[Rule Group](#)

As shown above there are options for Age including “Between”, “Older than”, “Younger than” and “Equal to”. Selecting the most appropriate allows you to define the restriction you would like to apply.

Once complete you need to Save by clicking on the green SAVE button (top right) and then the green DONE button (bottom centre).

Discounts and Surcharges are applied in a similar manner.

[Can I preview how my Membership will be displayed before I publish it?](#)

Yes, at any time you are able to view your membership package presentation by clicking the “Preview” button at the top right of the page.

[How many Membership types can I create?](#)

Club+ does not restrict the number of membership packages that you are able to define. However, our recommendation is to keep the number as low as practical to satisfy all your options purely for administrative purposes and not to confuse your member community.

[Can I change the price of the Membership?](#)

Yes, at any time and this price will be reflected for all subsequent new and renewals of this membership package. Note, if the membership was set up as a Subscription then at the next automatic renewal this new price will be applied.

Can I delete a Membership?

Yes, however this is not recommended if the membership has been purchased by any member. Instead a safer option is to 'archive' the membership which removes the membership from view and therefore prevents further purchase against it. Just select the Archive option as highlighted below.

The screenshot shows the 'Membership Setup' page for 'Francoesas Club'. It features a 'Membership Overview' section with a table of existing memberships. A red arrow points to the 'Archive' button in the actions column of the table.

Name	Description	Price	Duration	Status	Actions
Adult		£25.00	1 Year	Active	↑ ↓ [icon] Archive