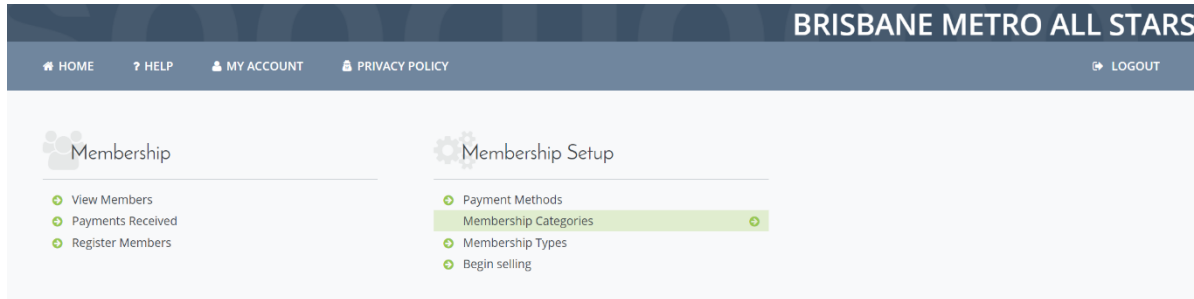


## Creating Club Memberships & Pricing

### 1. Set up each Membership Category

**From the main dashboard, go to Membership Categories**



**BRISBANE METRO ALL STARS**

HOME HELP MY ACCOUNT PRIVACY POLICY LOGOUT

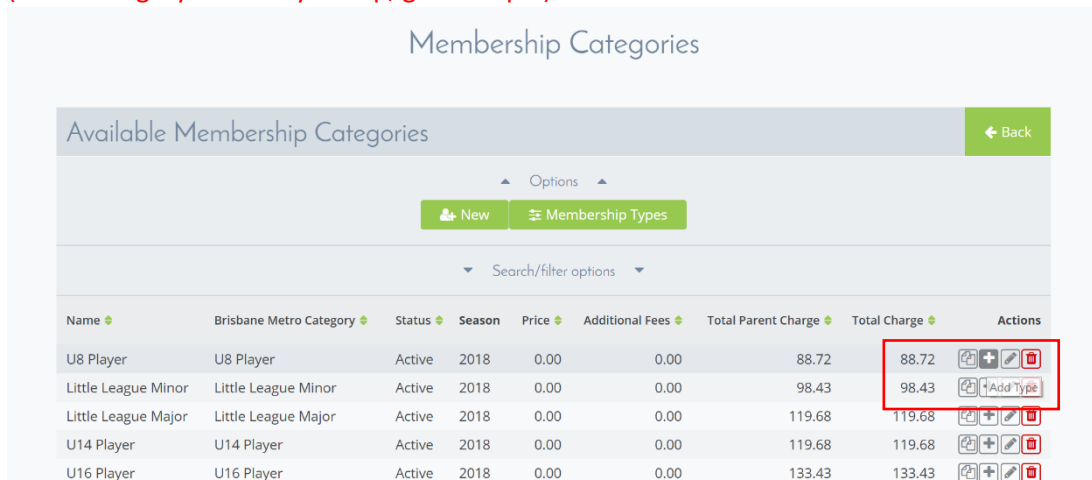
**Membership**

- View Members
- Payments Received
- Register Members

**Membership Setup**

- Payment Methods
- Membership Categories**
- Membership Types
- Begin selling

**Select the '+' sign next to the Membership Category**  
(if the category is already set up, go to step 2)



**Membership Categories**

Available Membership Categories ← Back

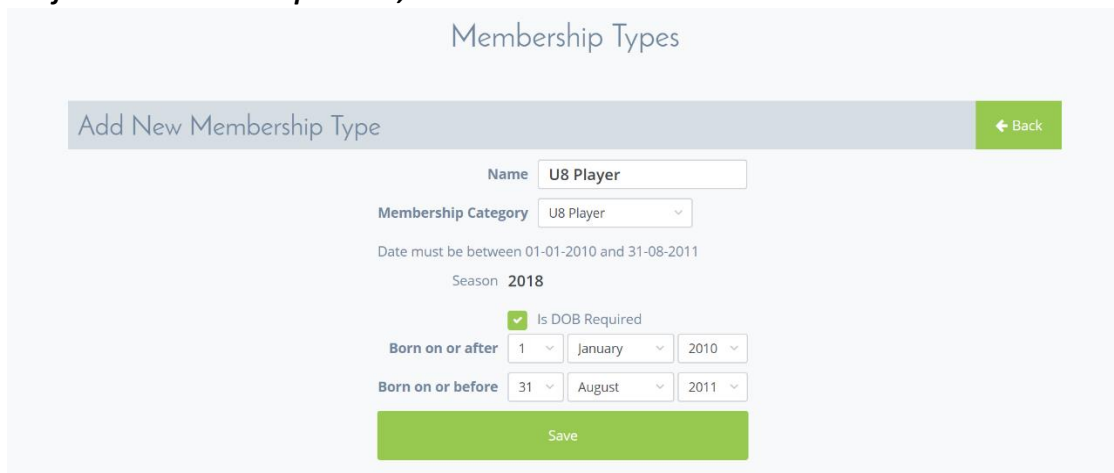
Options

+ New Membership Types

Search/filter options

Name	Brisbane Metro Category	Status	Season	Price	Additional Fees	Total Parent Charge	Total Charge	Actions
U8 Player	U8 Player	Active	2018	0.00	0.00	88.72	88.72	<span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span>
Little League Minor	Little League Minor	Active	2018	0.00	0.00	98.43	98.43	<span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span>
Little League Major	Little League Major	Active	2018	0.00	0.00	119.68	119.68	<span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span>
U14 Player	U14 Player	Active	2018	0.00	0.00	119.68	119.68	<span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span>
U16 Player	U16 Player	Active	2018	0.00	0.00	133.43	133.43	<span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span> <span>+</span>

**Confirm the Membership details, then hit Save**



**Membership Types**

Add New Membership Type ← Back

Name

Membership Category

Date must be between 01-01-2010 and 31-08-2011

Season **2018**

Is DOB Required

Born on or after

Born on or before

Save

**The next screen is building the Registration Form that players/parents will complete. By default, it will have the Baseball Australia required fields. Review and complete the data fields**

Member Details

Field Name	Field Type	Visible	Required	Description	Info	Move
First Name	Text	Yes	Yes	First Name		▲ ▼
Last Name	Text	Yes	Yes	Last Name		▲ ▼
DOB	DateTime	Yes	Yes	DOB		▲ ▼
Gender	Dropdown	Yes	Yes	Gender		▲ ▼
E-mail	Email Address	Yes	Yes	E-mail		▲ ▼
Mobile	Phone Number	Yes	Yes	Mobile Number		▲ ▼
Address 1	Text	Yes	Yes	Unit/Street		▲ ▼
Address 2	Text	Yes	Yes	Street Name		▲ ▼
Address 3	Text	Yes	Yes	City		▲ ▼
Address 4	Text	Yes	Yes	State		▲ ▼
Post Code	Text	Yes	Yes	Post Code		▲ ▼
Parent First Name	Text	Yes	Yes	Parent 1 First Name		▲ ▼
Parent Secondname	Text	Yes	Yes	Parent 1 Secondname		▲ ▼
Parent E-mail	Email Address	Yes	Yes	Parent 1 E-mail		▲ ▼
Parent Phone	Phone Number	Yes	Yes	Parent 1 Mobile Number		▲ ▼
Guardian First Name	Text	Yes	No	Parent 2 First Name		▲ ▼
Guardian Secondname	Text	Yes	No	Parent 2 Secondname		▲ ▼
Guardian E-mail	Email Address	Yes	No	Parent 2 E-mail		▲ ▼

**At the bottom of the page, hit SAVE**

Emergency Contact Description	Text	No	No	Emergency Contact Desci
Emergency Contact Email	Email Address	No	No	Emergency Contact Emal
Emergency Contact First Name	Text	No	No	Emergency Contact First
Emergency Contact Last Name	Text	No	No	Emergency Contact Last l
Emergency Contact Phone Number	Phone Number	No	No	Emergency Contact Phon
Signature	Text	No	No	Signature
Are you transferring from another province	Checkbox	No	No	Are you transferring from

[Save](#)

**Once completed, it will direct you straight to the Membership Types page to complete the process**



Membership Types

Available Membership Types [← Back](#)

▲ Options ▼

[New](#)
[Membership Categories](#)
[Begin Selling](#)

▼ Search/filter options ▼

Name	Season	Membership Category	Category Status	Actions
U8 Player	2018	U8 Player	Active	 

Total 1 | page 1 of 1

rows per page 15 ▼

**From the main dashboard, go to Membership Types**

**GOLD COAST COOMERA CUBS**

HOME    HELP    MY ACCOUNT    PRIVACY POLICY    LOGOUT

**Edit Your Games**

- Edit Your Games
- Edit Your Results

**Shopping Cart**

- Content Management

**Members/Team Sheets**

- Membership Database
- Player Registration

**Membership**

- View Members
- Payments Received
- Register Members
- Approve Members

**Club Details**

- Edit Profile

**Membership Setup**

- Payment Methods
- Email Notifications
- Membership Categories
- Membership Types**
- Begin selling

**Click the edit icon next to the Type you want to create**

Available Membership Types ← Back

Options

New    Membership Categories    Content Pages    Begin Selling

Search/filter options

Name	Season	Membership Category	Category Status	Actions
Adult Seniors	2018	Adult Seniors	Active	
Junior League	2018	Junior League	Active	
Little League Major	2018	Little League Major	Active	
Little League Minor	2018	Little League Minor	Active	
Masters	2018	Masters	Active	

**Complete and confirm Membership Details section**

Edit Membership Type ← Back

Options

Delete

Cannot delete this membership type as it is in use on package: Junior League

Membership Details

Name:

Membership Category:

Season:

Is DOB Required

Born on or after:

Born on or before:

Member Details

Field Name	Field Type	Visible	Required	Description	Info	Move
First Name	Text	Yes	Yes	<input type="text" value="First Name"/>		<input type="button" value="↕"/>
Last Name	Text	Yes	Yes	<input type="text" value="Last Name"/>		<input type="button" value="↕"/>
DOB	DateTime	Yes	Yes	<input type="text" value="DOB"/>		<input type="button" value="↕"/>

**Review and confirm the Data Fields for the Registration Form**

Member Details						
Field Name	Field Type	Visible	Required	Description	Info	Move
First Name	Text	Yes	Yes	First Name		▲ ▼
Last Name	Text	Yes	Yes	Last Name		▲ ▼
DOB	DateTime	Yes	Yes	DOB		▲ ▼
Gender	Dropdown	Yes	Yes	Gender		▲ ▼
E-mail	Email Address	Yes	Yes	E-mail		▲ ▼
Mobile	Phone Number	Yes	Yes	Mobile Number		▲ ▼
Member Type	Dropdown	Yes ▼	Yes ▼	Member Type		▲ ▼
Address 1	Text	Yes	Yes	Unit/Street		▲ ▼
Address 2	Text	Yes	Yes	Street Name		▲ ▼
Address 3	Text	Yes	Yes	City		▲ ▼
Address 4	Text	Yes	Yes	State		▲ ▼
Post Code	Text	Yes	Yes	Post Code		▲ ▼
Parent First Name	Text	Yes	Yes	Parent 1 First Name		▲ ▼
Parent Secondname	Text	Yes	Yes	Parent 1 Secondname		▲ ▼
Parent E-mail	Email Address	Yes	Yes	Parent 1 E-mail		▲ ▼
Parent Phone	Phone Number	Yes	Yes	Parent 1 Mobile Number		▲ ▼
Guardian First Name	Text	Yes	No ▼	Parent 2 First Name		▲ ▼
Guardian Secondname	Text	Yes	No ▼	Parent 2 Secondname		▲ ▼
Guardian E-mail	Email Address	Yes	No ▼	Parent 2 E-mail		▲ ▼

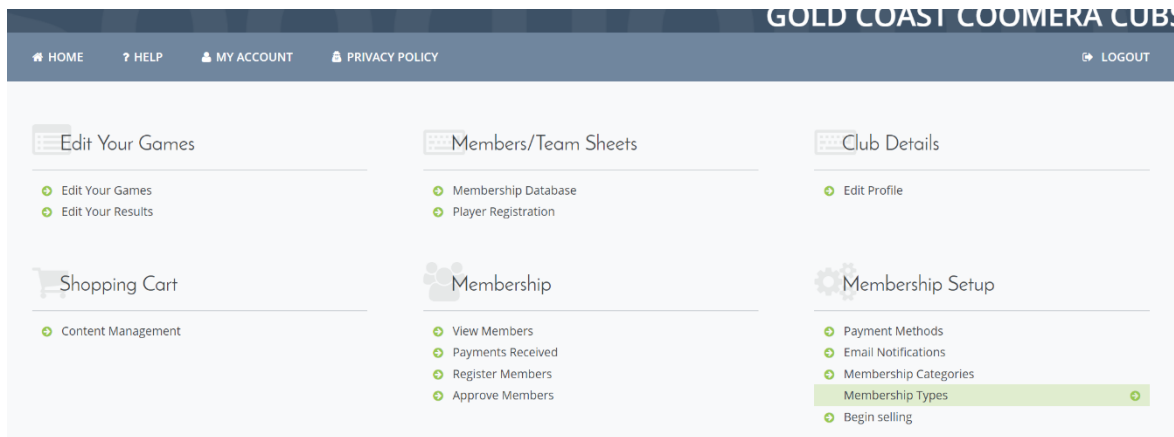
**Then hit Save**

Emergency Contact Province	Dropdown	No ▼	No ▼	Emergency Contact Province
Emergency Contact Description	Text	No ▼	No ▼	Emergency Contact Description
Signature	Text	No ▼	No ▼	Signature
Are you transferring from another province	Checkbox	No ▼	No ▼	Are you transferring from

Save

2. So now it's just time to add the detail to the Membership Type.

**From the main dashboard, go to Membership Types**

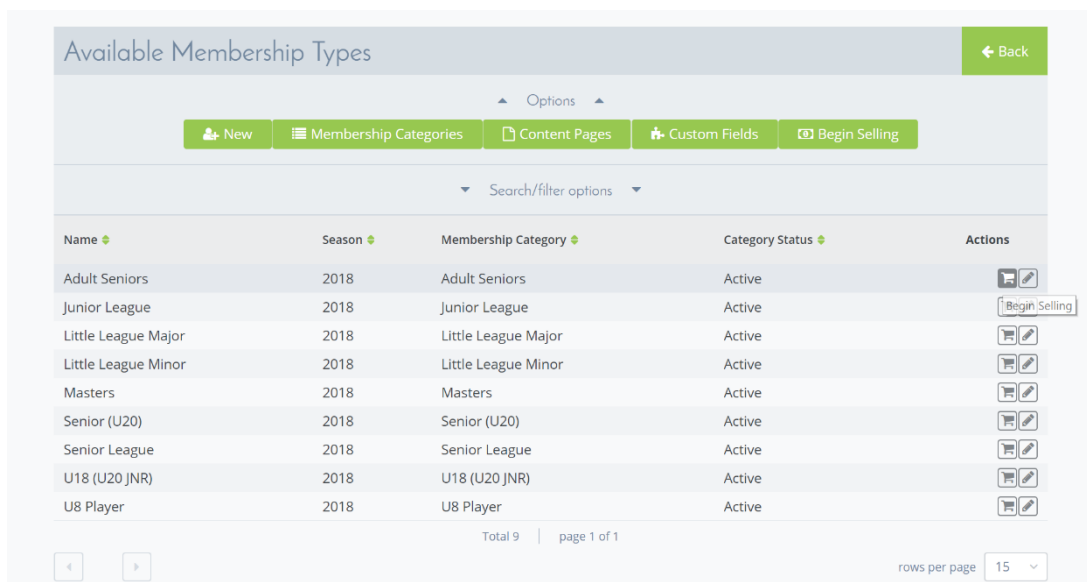


**GOLD COAST COOMERA CUBS**

HOME HELP MY ACCOUNT PRIVACY POLICY LOGOUT

- Edit Your Games
  - Edit Your Games
  - Edit Your Results
- Members/Team Sheets
  - Membership Database
  - Player Registration
- Club Details
  - Edit Profile
- Shopping Cart
  - Content Management
- Membership
  - View Members
  - Payments Received
  - Register Members
  - Approve Members
- Membership Setup
  - Payment Methods
  - Email Notifications
  - Membership Categories
  - Membership Types**
  - Begin selling

**Select the Shopping Cart icon next to the Membership Type you want to complete**





















Available Membership Types ← Back

Options

New Membership Categories Content Pages Custom Fields Begin Selling

Search/filter options

Name	Season	Membership Category	Category Status	Actions
Adult Seniors	2018	Adult Seniors	Active	 
Junior League	2018	Junior League	Active	  <b>Begin Selling</b>
Little League Major	2018	Little League Major	Active	 
Little League Minor	2018	Little League Minor	Active	 
Masters	2018	Masters	Active	 
Senior (U20)	2018	Senior (U20)	Active	 
Senior League	2018	Senior League	Active	 
U18 (U20 JNR)	2018	U18 (U20 JNR)	Active	 
U8 Player	2018	U8 Player	Active	 

Total 9 | page 1 of 1

rows per page 15

## Begin Selling

### Add New Membership Package

← Back

#### 1 Package Details

Fill in package details

##### Name

Adult Seniors

##### Description

Optional short description - include any program dates

##### Season

2018

Featured

##### Selling From

2018-07-24

Selling To

#### 2 Membership Types

Select membership types to add

- + Masters
- + U8 Player
- + Little League Minor
- + Little League Major
- + Junior League
- + Senior League
- + U18 (U20 JNR)
- + Senior (U20)
- + Adult Seniors

#### 3 Membership(s) in Package

Membership types included in this package

Type	Union Price	Club Price	Total	Fees	User Pays	Options
Adult Seniors	176.46					

Save

### Complete Step 1;

- complete the description
- selling to date – which us the last date that you would like this product to be available

### Step 2;

- Generally leave as is

### Step 3;

- Add your Club fee in the Club Price section
- Alternatively, you can enter a fee in the 'Total' column, which will then automatically work out the Club fee
- Sometimes when doing this, the numbers are slightly too large for the box available, and you may not be able to read it properly. That's ok.
- So hit save
- Then review the Membership Type to confirm details are correct

Begin Selling

Membership Packages Available for Sale

Options

New

Search/Filter options

One of your payment methods is not fully active

Active	Name	Price	Featured	Season	Actions
<input type="checkbox"/>	U8 Player	188.72	<input type="checkbox"/>	2018	
<input type="checkbox"/>	Little League Minor	98.43	<input type="checkbox"/>	2018	
<input type="checkbox"/>	Little League Major	119.68	<input type="checkbox"/>	2018	
<input type="checkbox"/>	Junior League	219.68	<input type="checkbox"/>	2018	
<input type="checkbox"/>	Senior League	133.43	<input type="checkbox"/>	2018	
<input type="checkbox"/>	Senior (U20)	176.46	<input type="checkbox"/>	2018	
<input type="checkbox"/>	Masters	134.46	<input type="checkbox"/>	2018	
<input type="checkbox"/>	Adult Seniors	276.46	<input type="checkbox"/>	2018	

Total 8 | page 1 of 1

rows per page 15