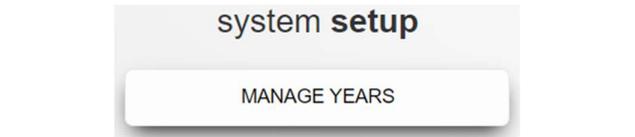


## Membership Registration and Renewal

<p>Go to your Booking system webpage</p>	<p><a href="http://xyz.tennisbcs.com.au/">http://xyz.tennisbcs.com.au/</a></p>												
<p>In the bottom RHS of the screen</p> <ul style="list-style-type: none"> <li>- Click <b>Log In</b></li> </ul>													
<p>Login screen appears</p> <ul style="list-style-type: none"> <li>- Enter your Administrator credentials</li> <li>- Click <b>Log In</b></li> </ul>													
<h3>MEMBERSHIP RENEWAL SETUP</h3>													
<p><b>Membership Renewal Setup</b></p> <p>From the screen footer</p> <ul style="list-style-type: none"> <li>- Select <b>MEMBERS</b></li> </ul>													
<p>membership <b>administration</b> options screen appears</p> <p>Under system <b>setup</b></p> <ul style="list-style-type: none"> <li>- Select <b>MANAGE YEARS</b></li> </ul>	<p>membership <b>administration</b> options</p> 												
<p>Membership year management screen appears</p> <p>For the new upcoming membership year</p> <ul style="list-style-type: none"> <li>- Select <b>Add New Year</b></li> </ul> <p>Enter new membership year in the format yyyy/yyyy</p> <p>Select one of the following flag choices (<b>1. or 2.</b>) for this new year, based on your process</p>	<p>membership <b>year</b> management</p>  <table border="1" data-bbox="930 1262 1341 1371"> <thead> <tr> <th></th> <th>YearDate</th> <th>Flag</th> </tr> </thead> <tbody> <tr> <td>Edit Delete</td> <td>2020/2021</td> <td>v</td> </tr> <tr> <td>Edit Delete</td> <td>2021/2022</td> <td>v,r</td> </tr> <tr> <td>Edit Delete</td> <td>2022/2023</td> <td>n</td> </tr> </tbody> </table>		YearDate	Flag	Edit Delete	2020/2021	v	Edit Delete	2021/2022	v,r	Edit Delete	2022/2023	n
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Edit Delete	2021/2022	v,r											
Edit Delete	2022/2023	n											
<p><b>1. Membership Renewal year = 2021/2022</b>  <b>Flag = REGISTRATION YEAR</b></p> <p>During the membership renewal period, current members can renew online and make payment.</p> <p>Members who are current in the concluding (past) membership year are selected to re-register online. Their online bookings continue to be validated in the concluding year, provided it is flagged with a 'v' = validation year.</p>	 <table border="1" data-bbox="894 1476 1370 1608"> <thead> <tr> <th></th> <th>YearDate</th> <th>Flag</th> </tr> </thead> <tbody> <tr> <td>Edit Delete</td> <td>2020/2021</td> <td>v</td> </tr> <tr> <td>Edit Delete</td> <td>2021/2022</td> <td>r</td> </tr> <tr> <td>Edit Delete</td> <td>2022/2023</td> <td>n</td> </tr> </tbody> </table>		YearDate	Flag	Edit Delete	2020/2021	v	Edit Delete	2021/2022	r	Edit Delete	2022/2023	n
	YearDate	Flag											
Edit Delete	2020/2021	v											
Edit Delete	2021/2022	r											
Edit Delete	2022/2023	n											

<p><b>2. Membership Renewal year = 2021/2022</b></p> <ul style="list-style-type: none"> <li>- <b>Flag</b> = VALIDATION AND REGISTRATION</li> </ul> <p>First time members are registered in the new membership year AND have their online bookings validated from the time valid details are entered and payment made (if annual fees are charged).</p> <p><b>BENEFIT: New</b> Members can immediately make valid online bookings at reduced rates. They no longer have to wait for the renewal period to complete.</p> <p>The concluding or past year must have</p> <ul style="list-style-type: none"> <li>- 'v' = VALIDATION YEAR flagged for the length of the renewal period</li> </ul> <p>Once renewals complete, the past year must have</p> <ul style="list-style-type: none"> <li>- 'n' = NONE</li> </ul>	<table border="1"> <thead> <tr> <th></th> <th>YearDate</th> <th>Flag</th> </tr> </thead> <tbody> <tr> <td>Edit Delete</td> <td>2020/2021</td> <td>v</td> </tr> <tr> <td>Edit Delete</td> <td>2021/2022</td> <td>v,r</td> </tr> <tr> <td>Edit Delete</td> <td>2022/2023</td> <td>n</td> </tr> </tbody> </table> <p>Year: <input type="text" value="2021/2022"/></p> <p>Flag: <input type="text" value="NONE"/></p> <div style="border: 1px solid black; background-color: #e0ffe0; padding: 5px;"> <p>NONE</p> <p>VALIDATION YEAR</p> <p>REGISTRATION YEAR</p> <p><b>VALIDATION AND REGISTRATION</b></p> </div> <p>forma</p>		YearDate	Flag	Edit Delete	2020/2021	v	Edit Delete	2021/2022	v,r	Edit Delete	2022/2023	n												
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Edit Delete	2021/2022	v,r																							
Edit Delete	2022/2023	n																							
<p><b>Concluding the membership renewal period</b></p> <p>Current members need reminding of the renewal period's end date. Booking discounts will cease on that date if they have not renewed their registration, even if no fees are charged.</p> <p>The Administrator concludes the renewal period for members in the preceding year by replacing</p> <ul style="list-style-type: none"> <li>- 'v' = VALIDATION YEAR flag with</li> <li>- 'n' = NONE flag</li> </ul>	<table border="1"> <thead> <tr> <th></th> <th>YearDate</th> <th>Flag</th> </tr> </thead> <tbody> <tr> <td>Edit Delete</td> <td>2020/2021</td> <td>n</td> </tr> <tr> <td>Edit Delete</td> <td>2021/2022</td> <td>v,r</td> </tr> <tr> <td>Edit Delete</td> <td>2022/2023</td> <td>n</td> </tr> </tbody> </table>		YearDate	Flag	Edit Delete	2020/2021	n	Edit Delete	2021/2022	v,r	Edit Delete	2022/2023	n												
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Edit Delete	2022/2023	n																							
<p><b>MANAGE MEMBER TYPES</b></p> <p>You may wish to add a new Member type to the preconfigured set, prior to establishing new member offerings in the upcoming membership year.</p> <p>Use <b>Add New Member Type</b></p>	<p>membership <b>type</b> management</p> <p><b>Add New Member Type</b></p> <table border="1"> <thead> <tr> <th></th> <th>Mcode</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Edit Delete</td> <td>Adult</td> <td>Ages 20 to 59 years</td> </tr> <tr> <td>Edit Delete</td> <td>Junior</td> <td>Ages 5 to 19 years</td> </tr> <tr> <td>Edit Delete</td> <td>Senior</td> <td>Ages 60 and over</td> </tr> <tr> <td>Edit Delete</td> <td>Social</td> <td>Social Only</td> </tr> </tbody> </table>		Mcode	Description	Edit Delete	Adult	Ages 20 to 59 years	Edit Delete	Junior	Ages 5 to 19 years	Edit Delete	Senior	Ages 60 and over	Edit Delete	Social	Social Only									
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Edit Delete	Social	Social Only																							
<p><b>ACTIVE MEMBERSHIP OFFERINGS</b></p> <p>Create New Offerings for each Member Type</p> <p>This must be done each year either</p> <ul style="list-style-type: none"> <li>- Manually - ADD NEW ACTIVE TYPE</li> <li>or</li> <li>- Copy a previous year – REPLICATE OFFERINGS</li> </ul>	<p>Active <b>Membership</b> Offerings Manager</p> <p>Year: <input type="text" value="2021/2022"/> <b>ADD NEW ACTIVE TYPE</b></p> <table border="1"> <thead> <tr> <th>ReNo</th> <th>MType</th> <th>Description</th> <th>Year</th> <th>Delete</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>Junior</td> <td>2020/2021 Junior</td> <td>2020/2021</td> <td>Delete</td> <td>Select</td> </tr> <tr> <td>18</td> <td>Adult</td> <td>2020/2021 Adult</td> <td>2020/2021</td> <td>Delete</td> <td>Select</td> </tr> <tr> <td>19</td> <td>Senior</td> <td>2020/2021 Senior</td> <td>2020/2021</td> <td>Delete</td> <td>Select</td> </tr> </tbody> </table>	ReNo	MType	Description	Year	Delete	Select	17	Junior	2020/2021 Junior	2020/2021	Delete	Select	18	Adult	2020/2021 Adult	2020/2021	Delete	Select	19	Senior	2020/2021 Senior	2020/2021	Delete	Select
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<p><b>REPLICATE OFFERINGS</b></p> <p>Offerings from a concluding membership year can be copied via REPLICATE OFFERINGS. This method is quick and maintains consistency with previous years' data.</p> <p>Help Text appears on the page to guide you through the process. When complete, check and edit your Membership pricing in the copied entries.</p>	<p><b>REPLICATE OFFERINGS</b></p> <table border="1"> <thead> <tr> <th>ReNo</th> <th>MType</th> <th>Description</th> <th>Year</th> <th>Suggested Start Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>15</td> <td>Senior</td> <td>2021/2022 Senior</td> <td>2021/2022</td> <td>1/07/2022</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>16</td> <td>Junior</td> <td>2021/2022 Junior</td> <td>2021/2022</td> <td>1/07/2022</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>20</td> <td>Adult</td> <td>2021/2022 Adult</td> <td>2021/2022</td> <td>1/07/2022</td> </tr> </tbody> </table>	ReNo	MType	Description	Year	Suggested Start Date	<input checked="" type="checkbox"/>	15	Senior	2021/2022 Senior	2021/2022	1/07/2022	<input checked="" type="checkbox"/>	16	Junior	2021/2022 Junior	2021/2022	1/07/2022	<input checked="" type="checkbox"/>	20	Adult	2021/2022 Adult	2021/2022	1/07/2022	
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<input checked="" type="checkbox"/>	20	Adult	2021/2022 Adult	2021/2022	1/07/2022																				

## ON-LINE MEMBERSHIP OPTIONS

1. **Payment Types Supported** – the option selected appears to the member when registering or re-registering. Choices are:

- PayPal (credit card or PayPal account)
- EFT Transfer
- Cash / Cheque
- PayPal – Transfer
- PayPal – Transfer – Cash/Cheque

2. **Confirmation Message** text appears in the email received by a member upon their successful registration / re-registration.

## on-line membership options

**Confirmation Message:** Your Registration has completed successfully. Please retain this email as proof of your registration. <p>It contains your <b>Member Number</b> which

**Payment Types Supported:** PayPal

**PayPal Text:** PayPal permits payments via a credit card or a PayPal account.

**Transfer Payment Text:** <h4>Direct Transfer</h4><p>Please make payment to the Club's bank account as follows:<br><p><p>BSB ###<br><p>Account number: ###<p>Add your

**Cash/Cheque Payment Text:** <h4>Cash/Cheque Payments</h4><p>Please make payment at the office/shop at the XYZ Tennis Centre<p>Please make cheques payable to Please make cheques payable to

ENTER RECORD

Category operation complete

## NEW MEMBER REGISTRATION

The **New Member Registration** page can be accessed via a link on your website or other social media page.

Logged in Administrators can modify introductory text on this page via the [Edit Content](#) button.

Please note your new **Member Number** displayed below. You will need it to activate member rates when making an online court booking. It is used with your **Family Name** to validate your membership.

To re-register as a member, follow these 3 steps:

1. Select the appropriate Membership Offering from the drop down list
2. Complete the details in the fields below & accept the Ts&Cs - each field marked with an \* is mandatory
3. Complete your membership by clicking **CONTINUE TO PAYMENT**

Paypal accepts payments with a credit card or a PayPal account

[Edit Content](#)

### New Member Registration

Membership Offering: (select offering)

\*First Name:

\*Family Name:

\*M/F:

Member Number: 1134

\*Address:

\*Suburb:

\*Postcode:

Birthdate: (only req'd for juniors dd/mm/yyyy e.g. 19/07/1949)

\*eMail Address:

Landline Phone Number:

\*Mobile Phone Number:

Additional Comments:

- I/we agree to abide by the rules and regulations of the club.  
 I understand and accept that the personal details I am providing will be managed as per the club's privacy policy.

## membership re-registrations

Your registration email contains your new **Member Number**. You will need this number to receive member rates when making an online court booking. It is used with your **Family Name** to validate your membership.

To re-register as a member, follow these steps:

1. Select the appropriate Membership Offering from the drop down list
2. Check your pre-filled details are correct and if not, please contact the Club
3. Complete the details in the fields below & accept the Ts&Cs - each field marked with an \* is mandatory
4. Complete your membership by clicking **CONTINUE TO PAYMENT**

Paypal accepts payments by either a credit card or a PayPal account

You will receive a confirmation email when your payment is successfully processed

[Edit Content](#)

### Membership Renewal

Last registered year:

Membership Offering: (select offering)

\*First Name:

\*Family Name:

\*M/F:

Member Number:

\*Address:

\*Suburb:

\*Postcode:

Birthdate: (only req'd for juniors dd/mm/yyyy e.g. 19/07/1949)

\*eMail Address:

Landline Phone Number:

\*Mobile Phone Number:

Additional Comments:

- I/we agree to abide by the rules and regulations of the club.  
 I understand and accept that the personal details I am providing will be managed as per the club's privacy policy.

## RE-REGISTERING MEMBERS

Current members (Adult|Senior|Other) are emailed a re-registration link via **MANAGE MESSAGING**.

When clicking the email link, an SMS is automatically sent to the member's mobile number. This text message contains a unique numeric code to be entered for re-registration to proceed.

*This necessary security step protects member's personal information. SMS charges are invoiced in arrears.*

## Membership fee discounting

Once the first six months of the membership year have passed, registration fees automatically reduce on a monthly basis as shown.

Adult Fee - \$90		
First 6 months	12/12 x \$90	\$ 90.00
January	6/12 x \$90	\$ 45.00
February	5/12 x \$90	\$ 37.50
March	4/12 x \$90	\$ 30.00
April	3/12 x \$90	\$ 22.50
May	2/12 x \$90	\$ 15.00
June	1/12 x \$90	\$ 7.50

## MEMBER COMMUNICATIONS

<p>From the membership <b>administration</b> options screen</p> <ul style="list-style-type: none"> <li>- Click <b>MANAGE MESSAGING</b></li> </ul> <p>The member <b>messaging</b> utility screen appears</p>																					
<p><b>Ensure the email is composed in order from 1 - 5</b></p> <p><b>2. Add Attachment if Required</b> NB: a 3 Mb limitation for email attachments applies. Word documents, saved as pdf files prior to attaching, will decrease their file size.</p> <p><b>4. Display Selection</b></p> <p>To send emails to</p> <ul style="list-style-type: none"> <li>- All Members of a Membership Set             <ul style="list-style-type: none"> <li>- Click the <b>Select All</b> checkbox</li> </ul> </li> <li>- Specific members of a Membership Set             <ul style="list-style-type: none"> <li>- Click the checkbox for specified members</li> </ul> </li> </ul>	<p>1. Compose email message:</p> <p>Subject: <input type="text" value="South Wagga Tennis Membership Reregistration 2021"/></p> <p>Message Text:</p> <p>The Administrator to include relevant <b>Subject</b> and <b>Message Text</b></p> <p><input type="button" value="Edit Content"/></p> <p><i>(click the "Edit Content" button to create your message)</i></p> <p><input type="button" value="CANCEL CHANGES"/></p> <p>2. Add Attachment if Required:</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="ATTACH"/></p> <p>3. Select Membership Set:</p> <p>Select membership filter: Year: <input type="text" value="2020/2021"/> Member Type: <input type="text" value="SENIOR"/></p> <p><input type="checkbox"/> Include unreceipted entries</p> <p>4. Display Selection</p> <p><input type="button" value="DISPLAY SELECTION"/> <input type="checkbox"/> Include duplicate email addresses</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Addr Line 1</th> <th>City</th> <th>Post Code</th> <th>Email Addr</th> <th>Home P/Nbr</th> <th>Member No.</th> <th>Year</th> <th>Select All</th> </tr> </thead> <tbody> <tr> <td>BETH</td> <td>BARCLAY</td> <td>87 Wyrata Ave. Epping NSW</td> <td>Epping</td> <td>2121</td> <td>bethbarc@gmail.com</td> <td></td> <td>1121</td> <td>2020/2021</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	First Name	Last Name	Addr Line 1	City	Post Code	Email Addr	Home P/Nbr	Member No.	Year	Select All	BETH	BARCLAY	87 Wyrata Ave. Epping NSW	Epping	2121	bethbarc@gmail.com		1121	2020/2021	<input checked="" type="checkbox"/>
First Name	Last Name	Addr Line 1	City	Post Code	Email Addr	Home P/Nbr	Member No.	Year	Select All												
BETH	BARCLAY	87 Wyrata Ave. Epping NSW	Epping	2121	bethbarc@gmail.com		1121	2020/2021	<input checked="" type="checkbox"/>												
<p><b>5. Send eMails</b></p> <p><i>Personalisation Options</i> - appear at top of the message</p> <p><b>BCC to Admin</b> – copy to email in Club Configuration</p> <p><i>Send Options</i> – appear at bottom of the message</p> <ul style="list-style-type: none"> <li>- Click <b>SEND EMAIL</b></li> <li>- <b>Send Operation Complete</b> message appears</li> </ul>	<p>5. Send eMails:</p> <p><i>Personalisation Options:</i></p> <p><input type="radio"/> No Personalisation <input checked="" type="radio"/> Names <input type="radio"/> Names and Addresses <input type="radio"/> BCC to Admin</p> <p><i>Send Options:</i></p> <p><input type="radio"/> Include Member No. <input checked="" type="radio"/> Include Member Re-registration link</p> <p>Note: Member No. and Re-registration Link options append information to the bottom of the Message The BCC option sends a blind copy of each message to the administrator</p> <p><input type="button" value="SEND EMAIL"/> <input type="button" value="CANCEL AND/OR RETURN"/> <input type="button" value="CLEAR"/></p> <p><b>Send Operation Complete</b></p>																				
<p>Members receive the following reregistration email</p> <p>To proceed through renewal</p> <ul style="list-style-type: none"> <li>- Click the registration link shown in the email</li> </ul>																					
<ul style="list-style-type: none"> <li>- Click <b>Request Confirmation Code</b> button <i>Code is sent to member's associated mobile phone</i></li> <li>- Enter code in the textbox <i>Textbox appears on clicking Request Confirmation Code</i></li> <li>- Submit <i>Member is taken to re-registration page to complete their renewal and pay</i></li> </ul>	<p>Longueville Tennis Club Membership Reregistration</p> <p>To re-register as a member, follow these steps:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Request Confirmation Code</b> button below <i>The mobile associated with your membership will receive a Membership renewal: confirmation code</i></li> <li>2. Enter the 4 digit code in the pop-up textbox that appears and click <b>Submit Code</b></li> <li>3. You will be taken to the re-registration page to complete your registration</li> </ol> <p>Last registered year: 2020/2021 Member Number: 1121 <b>Member details located - Please request confirmation code</b></p> <p><input type="button" value="Request Confirmation Code"/></p>																				

<p>First Name, Family Name and Gender prepopulate this page. These can only be changed by Administrator.</p> <p>Member needs to complete mandatory fields * then</p> <ul style="list-style-type: none"> <li>- <b>CONTINUE TO PAYMENT / CONFIRMATION</b></li> </ul>	<p>Your registration email contains your new <b>Member Number</b>. You will need this number to receive member rates when making an online court booking. It is used with your <b>Family Name</b> to validate your membership.</p> <p>To re-register as a member, follow these 4 steps:</p> <ol style="list-style-type: none"> <li>1. Select the appropriate Membership Offering from the drop down list</li> <li>2. Check your pre-filled details are correct and if not, please contact the Club</li> <li>3. Complete the details in the fields below &amp; accept the T&amp;Cs - each field marked with an * is mandatory</li> <li>4. Complete your membership by clicking <b>CONTINUE TO PAYMENT</b></li> </ol> <p><small>Paypal accepts payments by either a credit card or a PayPal account</small></p> <p>Membership Renewal</p> <p>Last registered year:</p> <p>Membership Offering: (select offering) ▾</p> <p>*First Name: <input type="text"/></p> <p>*Family Name: <input type="text"/></p> <p>*MF: <input type="text"/></p> <p>Member Number: <input type="text"/></p> <p>*Address: <input type="text"/></p> <p>*Suburb: <input type="text"/></p> <p>*Postcode: <input type="text"/></p> <p>Birthdate: <input type="text"/> (only req'd for juniors dd/mm/yyyy e.g. 19/07/1949)</p> <p>*eMail Address: <input type="text"/></p> <p>Landline Phone Number: <input type="text"/></p> <p>*Mobile Phone Number: <input type="text"/></p> <p>Additional Comments: <input type="text"/></p>																				
<p>If membership fees are charged, the payment amount will appear:</p> <ul style="list-style-type: none"> <li>- Click the <b>Pay with PayPal</b> button</li> </ul>	<p>Payment Processing</p> <p>Membership fee: \$0.00</p>  <p>PayPal permits payments via either a credit card or a PayPal account.</p> <p><b>CANCEL PAYMENT</b></p> <p>Terms and Conditions:</p> <ul style="list-style-type: none"> <li>• A confirmation message will be emailed to the provided eMail address upon successful registration processing</li> </ul>																				
<p>If no member fees are charged:</p> <ul style="list-style-type: none"> <li>- Click <b>Confirm Registration</b></li> </ul>	<p>Payment Processing</p> <p>Membership fee: \$0.00</p> <p><b>Confirm Registration</b></p> <p><b>CANCEL/RETURN</b></p>																				
<p>A confirmation email is sent to a new or renewing member once successfully processed either by</p> <ul style="list-style-type: none"> <li>- PayPal payment (email) - if a fee is charged</li> <li>- Completed registration - if <b>no fee</b> is charged</li> </ul> <p>To maintain confirmation email text</p> <ul style="list-style-type: none"> <li>- <b>ON-LINE REGISTRATION OPTIONS</b></li> <li>- <b>Confirmation Message</b></li> </ul>	<p><b>From:</b> admin@tennisbcs.com.au &lt;admin@tennisbcs.com.au&gt;  <b>Sent:</b> Monday, October 27, 2021 8:06 AM  <b>To:</b> beth@barclayconsulting.com.au;  beth@barclayconsulting.com.au  <b>Subject:</b> Membership Registration Message</p> <p>Your Registration has completed successfully. Please retain this email as proof of your registration.</p> <p>It contains your <b>Member Number</b> which you will need to access discount court hire rates when you make an online booking.</p> <p>2021/2022 Adult  Name: Beth Barclay  Gender: F  Address: 87 The Block, Epping 2121  Phone: Mobile: 0400298268  eMail: <a href="mailto:beth@barclayconsulting.com.au">beth@barclayconsulting.com.au</a>  Your new member number is: 1124</p>																				
<p>Keep track of new and re-registering online payments</p> <ul style="list-style-type: none"> <li>- <b>RECORD MEMBER PAYMENTS</b></li> <li>- Click <b>Paid</b> hyperlink to mark as Paid or</li> <li>- Click <b>Not Paid</b> hyperlink to unmark Paid status</li> </ul>	<p><b>RECORD MEMBER PAYMENTS</b></p> <p><b>payment status</b> reporting</p> <p>Year: 2021/2022 ▾ From date: 01/10/2021 To date: 31/10/2021</p> <p><b>Produce Report</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Member Type</th> <th>Last Update</th> <th>Pay Type</th> <th>Receipts</th> <th>Paid</th> <th>Not Paid</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Beth</td> <td>Barclay</td> <td>beth@barclayconsulting.com.au</td> <td>Adult</td> <td>27/09/2021</td> <td>On-line</td> <td></td> <td>Paid</td> <td>Not Paid</td> <td>Delete</td> </tr> </tbody> </table>	First Name	Last Name	Email	Member Type	Last Update	Pay Type	Receipts	Paid	Not Paid	Delete	Beth	Barclay	beth@barclayconsulting.com.au	Adult	27/09/2021	On-line		Paid	Not Paid	Delete
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Beth	Barclay	beth@barclayconsulting.com.au	Adult	27/09/2021	On-line		Paid	Not Paid	Delete												

## OTHER ADMINISTRATIVE OPTIONS

<p>Change the Membership Type for a Member</p> <p>membership <b>administration</b> options</p> <ul style="list-style-type: none"> <li>- select MEMBER PROFILES</li> </ul>	<p style="text-align: center;">membership <b>administration</b> options</p> <p style="text-align: center;">manage memberships</p> <div style="text-align: center;"> <p><b>DISPLAY MEMBERS</b></p> <p><b>MEMBER PROFILES</b></p> </div>																																													
<p>member <b>profile</b> management page appears</p> <ul style="list-style-type: none"> <li>- Enter the name of the player to be adjusted</li> <li>- click FIND PLAYER</li> <li>- click <a href="#">Select</a> link in grid</li> </ul>	<p>Locate Records</p> <p>Name: <input type="text" value="Barclay"/> <span style="float: right;"><b>FIND PLAYER</b></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #92d050;"> <th>FirstName</th> <th>LastName</th> <th>MemberNo</th> <th>Year</th> <th>AddrLine1</th> <th>Suburb</th> <th>PostCode</th> <th>Gender</th> <th></th> </tr> </thead> <tbody> <tr> <td>Roger</td> <td>Barclay</td> <td>1139</td> <td>2021/2022</td> <td>87 Wyralla Avenue</td> <td>EPPING</td> <td>2121</td> <td>M</td> <td>148 <a href="#">Select</a></td> </tr> <tr> <td>Roger</td> <td>Barclay</td> <td>1138</td> <td>2021/2022</td> <td>87 Wyralla Avenue</td> <td>EPPING</td> <td>2121</td> <td>M</td> <td>147 <a href="#">Select</a></td> </tr> <tr> <td>Roger</td> <td>Barclay</td> <td>1122</td> <td>2021/2022</td> <td></td> <td></td> <td>1111</td> <td>M</td> <td>146 <a href="#">Select</a></td> </tr> <tr> <td>BETH</td> <td>BARCLAY</td> <td>1121</td> <td>2020/2021</td> <td>87 Wyralla Ave, Epping NSW</td> <td>Epping</td> <td>2121</td> <td>F</td> <td>126 <a href="#">Select</a></td> </tr> </tbody> </table>	FirstName	LastName	MemberNo	Year	AddrLine1	Suburb	PostCode	Gender		Roger	Barclay	1139	2021/2022	87 Wyralla Avenue	EPPING	2121	M	148 <a href="#">Select</a>	Roger	Barclay	1138	2021/2022	87 Wyralla Avenue	EPPING	2121	M	147 <a href="#">Select</a>	Roger	Barclay	1122	2021/2022			1111	M	146 <a href="#">Select</a>	BETH	BARCLAY	1121	2020/2021	87 Wyralla Ave, Epping NSW	Epping	2121	F	126 <a href="#">Select</a>
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<p><b>Record Details</b> screen appears</p> <ul style="list-style-type: none"> <li>- click <b>Edit</b> at the bottom of the table</li> <li>- in the <b>Mbrship Type</b> field select the correct player type from the dropdown</li> <li>- click <b>Update</b> at the bottom of the table</li> </ul>																																														
<p style="background-color: #92d050; padding: 2px;"><b>Members can delete their online booking</b></p> <p>Requirement:</p> <ul style="list-style-type: none"> <li>- Member Pricing Table must have <b>\$0.00</b> rates</li> </ul> <p>From the screen footer</p> <ul style="list-style-type: none"> <li>- Select <b>BOOKINGS</b></li> <li>- ADMINISTER SYSTEM</li> <li>- COMPLEX CONFIGURATION</li> </ul> <p>COMPLEX CONFIGURATION setting</p> <ul style="list-style-type: none"> <li>- <b>Memdelete = 'y'</b></li> </ul>	<div style="background-color: #333; color: #92d050; padding: 5px; font-size: small;"> <a href="#">INSTACOMP</a>   <a href="#">BOOKINGS</a>   <a href="#">MEMBERS</a>   <a href="#">EVENTS</a>                Copyright 2016   <a href="http://barclayconsulting.com.au">barclayconsulting.com.au</a>   All Rights Reserved   <a href="#">Logout</a> </div> <div style="text-align: center; margin-top: 20px;"> <p style="font-size: 2em; font-weight: bold; color: #92d050;">Memdelete</p> <p style="font-size: 2em; font-weight: bold; color: #92d050;">y</p> </div>																																													
<p>The email confirmation message received by members will contain an auto generated cancellation link.</p> <ul style="list-style-type: none"> <li>- Follow the <a href="#">Click here</a> cancellation link</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px; font-size: x-small;"> <p><b>From:</b> <a href="mailto:admin@tennisbcs.com.au">admin@tennisbcs.com.au</a></p> <p><b>Sent:</b> Thursday, April 1, 2021 1:15 PM</p> <p><b>To:</b> <a href="mailto:xyzbooker@mail.com">xyzbooker@mail.com</a></p> <p><b>Subject:</b> Court Booking</p> <p>Court Booking - (no payment) - for Name of Booker              Complex=XYZ Tennis Club, Court=4, Date=1/04/2021, Time=4:00 PM, Duration=90, Price=\$0.00  <span style="background-color: #92d050; padding: 2px;">To cancel your booking, follow this link. <a href="#">Click here</a></span></p> </div>																																													
<p>By following the email cancellation link, the booking is opened and can be cancelled.</p> <p>Click <b>OK</b></p>	<p style="text-align: center;"><u>Member Booking Delete</u></p> <p style="text-align: center;">Please verify that this is the booking you wish to delete:</p> <p style="text-align: center;">Name: Sebastian Wong              Complex: LTC              Date: 1/04/2021              Time: 4:00 PM              Court: 4              Duration: 90</p> <div style="text-align: center; margin-top: 10px;"> <p><b>OK</b> <span style="margin-left: 50px;">Cancel/Return</span></p> </div>																																													