

Microsoft Partner
Silver Application Development

FIRSTSPORTS

GMS – People

Creating a Membership Scheme(s)

Introduction

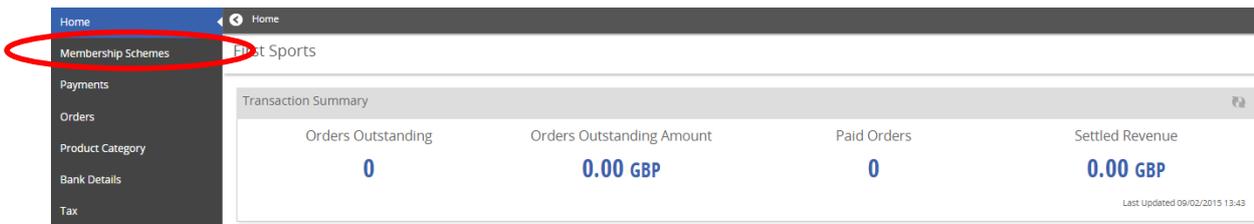
Membership Schemes are the foundations for the whole system. The schemes are what help determine your members, the status of your members, the amount paid, total members and

1. Creating a new scheme

To create a scheme, select **Finance**



Once loaded, select **Membership Schemes**



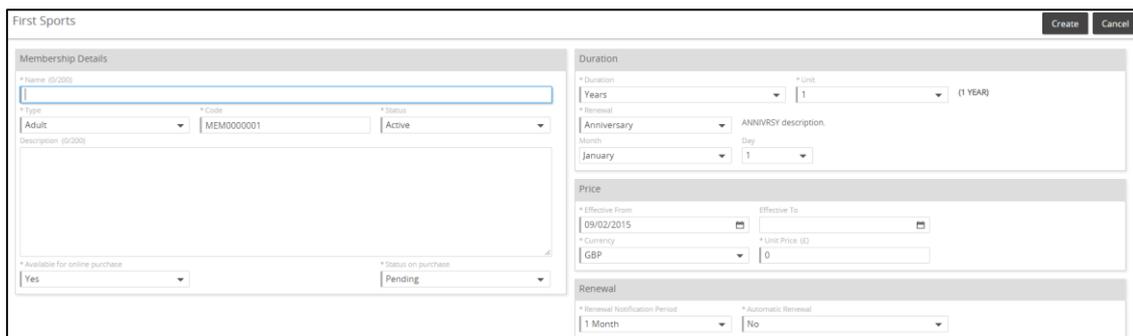
Existing Schemes will appear in the list



Select **New**



The Schemes details page is created



Scheme Details include:

1. Membership Details:

- Name – Manual Entry (Club Specific)
- Type
 - Adult – Single Membership Scheme (assigned to one member)
 - Junior – As Above
 - Individual – As Above
 - Group – Enables the club to create a membership scheme that can be assigned to multiple individuals
 - Family – This scheme is where the club can outline how many adults and how many juniors can be assigned to the membership. If Family is selected it is possible to assign multiple individuals to that scheme. It is also possible to outline the relationship for the family group i.e. who is the child, parent etc.
- Code – Default code entered by the system
Status – Active (Current)/Inactive (not currently available)
- Available for Purchase Online – This will post the membership to the Clubs website (If they are using the FSI website available to create via GMS) Allowing existing and new members to sign up and buy their memberships online via the website
- Status on Purchase - Which grid and status does the individual hold once they sign up
 - Pending – Allocates the individual to the pending grid
 - Active – Individual automatically appears in the Membership grid

2. Duration:

- Duration – Years/Months/Lifetime (Never Expires)
- Unit – How many months, years?
- Renewal
 - Anniversary = Set a specific date for the scheme to expire and be renewed.
 - Month – Which month does it commence
 - Day – Which day does it start for the month
 - Join Date = The date the individuals are assigned the scheme, the scheme commences and renews based on the join date and length of scheme i.e. 1 year.

3. Price

- Effective From – The date the scheme commences. This defaults
- Effective To – If the scheme is only valid for a limited time then entering an effective too
- Currency – GBP
- Unit Price – How much does it cost. (0.00 if free)

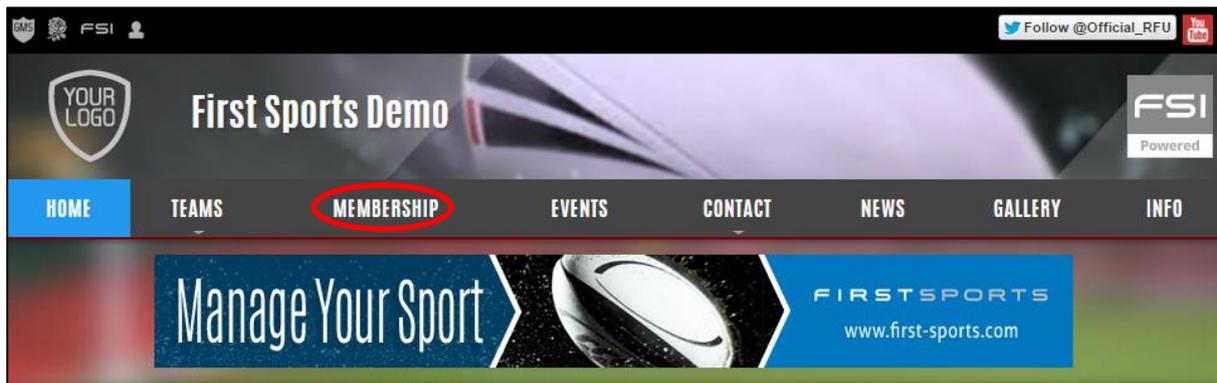
4. Renewal

- Renewal Notification Period – How early can the individual be assigned the new membership type.
- Automatic Renewal – The scheme will renew automatically, no action is required. An order will be created for the new scheme and an email sent with a link for the individual to pay (one off payments, not instalments)

Once all the information has been populated, select **Create**

The Membership is then available to assign to both new and existing members.

If the membership is available on the web and the club have a website provided by FSI (generated from GMS) then it shall be available to purchase from the website, under the Membership Menu



YOUR LOGO First Sports Demo

HOME TEAMS **MEMBERSHIP** EVENTS CONTACT

Players

Membership

Our provider of memberships is First Sports International. You will be taken to the First Sports portal to sign up for your membership.

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Innovation in Sports Technology

£10.00 Social			BUY NOW
Type: Adult	Start: 09 February 2015	Renewal: 01 September 2015	
Social product			
£0.00 Test			BUY NOW
Type: Adult	Start: 09 February 2015	Renewal: 01 October 2015	
Test			