Microsoft Partner

FIRSTSPORTS

GMS – People

Create New Member(s)

Single or Multiple

Introduction

- 1. Create New Member
- 2. Adding a New Member to a £0 (No cost) scheme
- 3. Adding a New Member to a scheme with a fee
- 3.1 Online Card
- 3.2 Pay Now
- 3.3 Pay Later
- 4. Creating New Member Family (Multiple Individuals against the same scheme)
- 1. Create New Member

To create a new member, the user must select People



From People the Dashboard will load. Below the People Dashboard heading in the left hand navigation, there are a number of grids. These grids represent the different membership statuses an individual currently holds. i.e. If their membership has expired they will appear in Lapsed.

It is possible via any of these grids to create a new member. To do this, Select a Grid



From the Grid, select **New Member**

Everyone	RugbyFirst Tra	RugbyFirst Training RFC							New Mer	nber E	Export Email	Bulk	Upload			
Membership List	🗸 First Name	Last Name	RFUID	Date Of Birth	Address	Phone	E-mail	Balance	Source	Member	Contact	Player	Player (y	pe	DE 👻	Filters
																Clear
Lapsed Members	Π.															Search
Pending Members																Search
	Chrome	Women	1581227	09/01/1979	200 Whitton Road Twicl			0.00	Contact	Yes	Yes	No				•
Non members	Webmaster	One	1146147	14/08/1970	3 Rugby Road MIDDLES	112233 44556677		0.00	Contact	Yes	Yes	No				-
Registered Players	Flaine	RETRegistrar	1057727	4				0.00	Member	Ves	Yes	No				
New Devictored Discours				4				0.00								
Non Registered Players	Adam	RFIRegistrar	1057720					0.00	Member	Yes	Yes	No				•
	Player	Test 4	1146159	06/06/1975	Rugby Road Twickenha	112233 44556677		0.00	Contact	Yes	Yes	No				-

Select the relevant scheme (some schemes may be free £0.00, some will have a cost associated to them £100.00, the club sets up the schemes)

2. Adding a Free Scheme to the New Member

Select the Free (£0 cost) membership scheme to assign that individual, followed by Next

RugbyFirst Training RFC > New Men Select Scheme	bership				Nex
Filters	_				
Social	Adult Player (Non Regis 🗸	Women Player 🗸	Life Member	~	
£0 Social General Social Member	£5 Adult Player (Non Registered) Adult Player (Non Registered)	£5 Women Player Women Player	£0 Life Member Life Member		

The system will now prompt you to search the club to see if that individual already exists to avoid creating a duplicate, Enter the individuals details and **Search**

(NOTE: The search does not currently search across the whole database, it only searches the club the user is at. Clubs and CB's cannot currently bring across a coach from another club into your database)

Add Individuals	
Social	
Social General Social Member	
Find people by name	
Title First Name	
* Last Name Search	

Any search results will be displayed, if the individual already exists, simply assign the membership scheme to the existing record, if it is a new member, select **Create New Individual**

Add Individuals		Next	Create New Individual
Social			
Social General Social Member			
Find people by name	Members (0)		
Title First Name	No individuals currently added to this membership		
Mr 💌 Max			
*Last Name			
MR Maxwell Test (<i>ID:109807</i>) Ti(0) 1 919 11 22343 D08:09 January 1979 200 Whitton Road Twickenham Middlesex KT14 78U MR Max Test 1 (<i>ID:1053055</i>) E-miord@ffsrs:sports.com D0809 January 1979 Rugb House Rugb Road Twickenham Middlesex TW1 102 Active Family membership valid to 13090/2015 MR Max Test (<i>ID:1538156</i>) Does January 2005 8 Qualers Close Northampton Northamptonshire NN7 3NZ MR Max Test (<i>ID:1538156</i>) Does January 2005 B Qualers Close Northampton Northampton Northampton Northampton Northampton Northampton Northampton Northampton Obsel January 2005 B Qualers Close Northampton Socie January 2005 MR Max Test (<i>ID:1598176</i>) Does January 2005 MR Max Test (<i>ID:1598176</i>) Dece January 2005 MR Max Test (<i>ID:1598176</i>) Dece January 2005 MR Max Test (<i>ID:1525307</i>) Doe9 January 2005 MR Maxwellk Test (<i>ID:1525307</i>) Doe99 January 2005 MR Maxwellk Test (<i>ID:1525307</i>) Doe99 January 2005			

Enter the individual's details & Save (NOTE: First Name, Last Name, DOB, Postcode and Email are mandatory)

Add Individual			Save Cancel
Profile Picture	Individual	Contact Details	Address
Select	* Title * First Name Mr Max Middle Names *Last Name Test Gender * Date of Birth Male 09/01/1979	Phone Area Code Extension Cocal Number Email * email (18/200) maxburton@rfu.com	Country *Postcode UNITED KINGDOM POstcode TW2 7BA C Number Building 200 *Addres *Addres *City County Twickenham MIDDLESEX

Place the order

Member Details				Cance Place Order
Details		Mr Max Test		Edit Remove
1 Members added to ord	ler	Date Of Birth	Gender	
Social		Email	Full Phone	
£10.00	1 YEAR	Address	1	
Start Date 09 February 2015	Renewal Date 01 September 2015	200 Whitton Road Twickenham		
Social product		ENGLAND TW2 7BA		

The 'Order' has been confirmed and the individual will now appear in the **Membership Grid & Everyone (based on the membership scheme duration, once the renewal date passes, the individuals will be removed from Membership and entered into Lapsed)**

Order Detail	
Order Information	Contact Details
Sodal 0.00 General Sodal Member Membership 1642923	Max Test 200 Whitton Road Twickenham MIDLESEX UNITED KOGOM TWICKENAM Isony@theblock.com
Total 0.00 GBP	
	Club Details
Payment Information	RugbyFirst Training RFC
17/10/2014 - 0.00 Free - Paid	Rugby House Twickenham Stadium 200 Whitton Road
Total Paid 0.00 GBP	MIDLESEX ENGLAND
	test@test.com +44 (0) 7545 921483

ſ	RugbyFirst Training RFC										New Memb	er Export
L	 Membership Type 	First Name	Last Name	≑ RFU Id	Status	Renewal Date	Balance	Membership Number	Date Of Birth	Address	Phone	➡ Filters
L	?											🛚 Clear
L	φ	r max	Test		Active 🔻]					O. Search
L	<u>ط</u>											P Search
L	 Social 	Max	Test	1804330	Active	14/07/2015	0.00		09/01/1979			•

3. Adding a New Member to a Membership that incurs a cost

Select the membership scheme that applies to the individual (in this case the £5 Adult Player scheme), followed by **Next**

RugbyFirst Training RFC > New Membership select Scheme						
Filters						
Social 🗸	Adult Player (Non Regis 🗸	Women Player 🗸	Life Member 🗸 🗸			
£0 Social General Social Member	£5 Adult Player (Non Registered) Adult Player (Non Registered)	£5 Women Player Women Player	£0 Life Member Life Member			

The system will now prompt you to search the club to see if that individual already exists to avoid creating a duplicate, Enter the individuals details and **Search**

(NOTE: The search does not currently search across the whole database, it only searches the club the user is at. Clubs and CB's cannot currently bring across a coach from another club into your database)

Add Individuals		
Social		
Social General Social Member		
Find people by name		
Title	First Name	
* Last Name	Search	

Any search results will be displayed, if the individual already exists, simply assign the membership scheme to the existing record, if it is a new member, select **Create New Individual**

ocial		
eneral Social Member		
nd people by name	Members (0)	
tle First Name	No individuals currently added to this membership	
Mr 👻 Max		
Last Name		
MR Maxwell Test (L0:1098807 T.(0) 1 919 1122343 0x8 0i ju-uary 1979 200 Whitton Road Wickenham Middless K114 780 Mk Mar Test 11 (L0:105805 F. minord@ints.com.com.com.com.com.com.com.com.com.com		

Enter the individual's details & Save (NOTE: First Name, Last Name, DOB, Postcode and Email are mandatory)

Add Individual			Save Cancel
Profile Picture	Individual Title T	Contact Details Phone Area Code Extension Local Number Email *Email *Email *Email *Email *Email *Email *Email *Email *Email	Address Country Postcode UNITED KINGDOM TV TV2 78A C NUTED KINGDOM TV2 78A C NUTED KINGDOM TV2 78A C TV2 7
			Twickenham MIDDLESEX 💌

Place the order (at this point it is also possible to amend the member by selecting the pencil or removing them completely by selecting the X)

Member Details				Cancel Place Order
Details		Mr Max Test		Edit Remove
1 Members added to order		Date Of Birth	Gender	
Social	Social		Full Phone	
£10.00 Start Date 09 February 2015 Social product	1 YEAR Renewal Date 01 September 2015	mburton@first-sports. Address 200 Whitton Road Twickenham ENGLAND TWZ TBA	som	

The order summary page details the membership and payment details. Due to their being a cost for the membership scheme, the screen now prompts the administrator to detail how the member has paid for the scheme and whether they have 'Paid' or 'Paying Later'

The page details the cost, the individual details and how they have paid.

The payment method allows the club to demonstrate how the individual paid for their membership

The choices are: Other – Manual Entry with comments box Cheque – Manual entry with Cheque number text box Cash – Manual entry with comments box Online Card – Allows the administrator to enter the bank card for the member and take payment (See finance – set up required and transaction fee incurred)

Regarding 'Pay Now' and 'Pay Later' this will set two separate statuses

Pay Now – Makes the individual fully paid up (Active) member of the club. They will also appear in the Membership Grid and Everyone

Pay Later – Leaves the balance remaining against the individual, they will appear in the Pending and Everyone grids with an outstanding balance

Order Summary	Cant I Pay Now Pay Later					
Orders			Payment Method			
🕑 Order 40263736 Michael Aartsen 10.00 GBP		<u> </u>	Please check the order items and the final payment amount.			
Junior Player (Girls) Junior player (Girls) Mr Michael Aartsen membership at Chobham RFC	10.00 Qty: 1	10.00	Click the pay button to continue to the payment gateway. Online Card Cash Cheque Other Comments			
	Sub Total	10.00 GBP				

3.1 Online Card

If the organisation has been set up for online payments, selecting 'Online Card' will open text boxes, pre populated with the individuals details.

Order Summary				Cancel Pay Now Pay Later			
Orders			Payment Method				
Order 40263737 Richard Ackroyd 10.00 GBP			Please check the order items and the final payment amount.				
	40.00		Click the pay button to continu	ue to the payment gateway.			
Junior Player (Girls) Junior player (Girls) Mr Richard Ackroyd membership at Chobham RFC	10.00 Qty: 1	10.00	 Online Card Cash 	n 🔍 Cheque 🔍 Other			
	Sub Total	10.30 GBP	* First Name	* Last Name			
			* Email (0/200)	Ackroyd			
			Number 1 * doleses * City Woking Courty SURREY * Sureado Guzi 4TE * Courty EnclAND	Q •			

Select **Pay Later** will ask the administrator if a request payment email is required. This will send an email to the member with a link that can be selected and they can pay online for the membership

choice and you can pay online using our payment portal	Send e-mail Do you want to send a payme	t request e-mail?		
chronest in the intervent interve				Yes No
chride@fiftal-sports.com chride@fiftal-spor				
Determine the second	olackhole@first-sports.com			Send e-mail Re
<pre>introduction: the function is a constrained by any number by a constrained by a constr</pre>			Selection Summary	
Dear Max Test, Please be informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using or payment portal f you have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have have any queries please contact the club at your convenience. have any queries please contact the club at your convenience. have any queries please contact the club at your convenience. have any queries please contact the club at your convenience. have any queries	Email From Display	Email From	Total Records Selected	
Tead Adds () Youks () Parents Iteration in the intervent inte	To	blackhole@first-sports.com	1	
Index dues the standard of	1 Email Addresses: 1 Adults 0 Youths (0 Parents)		Recipient Summary	
The set of	*Email Subject		Total emails to be sent	1
Verweilige for experiment by a provide the task of the sport of the	Message Body		Total recipients excluded	0
Dear Max Test, Please be informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using our payment portal f you have any queries please contact the club at your convenience. Mackhole@first-sports.com Hat 1837 762466 Windsor Road	Normal 💌 Font 💌 Size 💌 B I U	〃 ■ = = = ∦ № № № № ∧ → இ & № № ₩	Attachments	
Let ref. Press te informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. Press te informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using ou payment portal f you have any queries please contact the club at your convenience. yhecholog@first-sports.com yhecholog@first-sports.com yhecholog@first-sports.com yhecholog@first-sports.com yhecholog@first-sports.com yhecholog@first-sports.com yhecholog@first-sports.com yhe yhe have any queries please contact the club at your convenience. yhecholog@first-sports.com yhecholog@first-sports.com yhe yhe have any queries please contact the club at your convenience. yhecholog@first-sports.com yhe yhe have any queries please contact the club at your convenience. yhecholog@first-sports.com yhe yhe have any queries please contact the club at your convenience. yhecholog@first-sports.com yhe yhe have any queries please contact the club at your convenience. yhecholog@first-sports.com yhe yhe have any queries please contact the club at your convenience. yhecholog@first-sports.com yhe yhe have any queries please contact the club at your convenience. yhe yhe have any queries please contact the club at your convenience. yhe			Autochnients	
We would be most grateful if you arrange to make payment portal f you have any queries please contact the club at your convenience. plackhole@first-sports.com plackhole@first-sports.com pl	Dear Max Test,	n your membershin at Chokham REC	Select	
Voc an apy online using our gamment portal Protocols and your convenience We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using our payment portal f you have any queries please contact the club at your convenience. Plackhole@first-sports.com +44 1433 762466 Windsor Road	We would be most grateful if you arrange to make payme	for this as soon as possible.	Subject (0/250)	
If you have any queries please contact the club at your convenience.	You can pay online using our payment portal		Upload	
Dear Max Test, Please be informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using our payment portal f you have any queries please contact the club at your convenience. hackhole@first-sports.com H44 1483 762466 Windsor Road	If you have any queries please contact the club at your co	enience.		
Deer Max Test, Please be informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using ou payment portal if you have any queries please contact the club at your convenience. plackhole@first-sports.com +44 1483 762466 Windsor Road	blackhole@first-sports.com			
boy p Determined Dear Max Test, Please be informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using ou payment portal 'f you have any queries please contact the club at your convenience. <u>slackhole@ftrst-sports.com</u> +44 1483 762466 Windsor Road	+44 1483 702400 Windsor Road			
Dear Max Test, Please be informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using our payment portal if you have any queries please contact the club at your convenience. <u>Mackhole@first-sports.com</u> +44 1483 762466 Windsor Road	DeberyRecept ReadRecept			
Dear Max Test, Please be informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using ou payment portal if you have any queries please contact the club at your convenience. <u>Mackhole@first-sports.com</u> +44 1483 762466 Windsor Road				
Please be informed that you have an outstanding balance for your membership at Chobham RFC. We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using our <u>payment portal</u> if you have any queries please contact the club at your convenience. <u>Mackhole@first-sports.com</u> +44 1483 762466 Windsor Road	Dear Max Test,			
We would be most grateful if you arrange to make payment for this as soon as possible. You can pay online using our <u>payment portal</u> if you have any queries please contact the club at your convenience. <u>plackhole@first-sports.com</u> +44 1483 762466 Windsor Road	Please be informed that you ha	e an outstanding balance for your membership at Chobham RFC.		
You can pay online using ou <mark>r <u>payment portal</u> if you have any queries please contact the club at your convenience. <u>plackhole@first-sports.com</u> +44 1483 762466 Windsor Road</mark>	We would be most grateful if y	ou arrange to make payment for this as soon as possible.		
if you have any queries please contact the club at your convenience. plackhole@first-sports.com +44 1483 762466 Windsor Road	You can pay online using our	yment portal		
<u>plackhole@first-sports.com</u> +44 1483 762466 Windsor Road	If you have any queries please	ontact the club at your convenience.		
Windsor Road	blackhole@first-sports.com +44 1483 762466			
	Windsor Road			
Thobham	Chabham			

Fowlers Wells Woking

3.2 Pay Now

The 'Order' has been confirmed and the individual will now appear in the **Membership Grid & Everyone (based on the membership scheme duration, once the renewal date passes, the individuals will be removed from Membership and entered into Lapsed)**

Order Detail	
Order Information	Contact Details
Social 0.00 General Social Member Qty: 1 Membership 1642923	0.00 Max Test 200 Whiton Road Twidenham MDDLESE UNITED KINGDOM TW2 78A Imngehebblock.com
Total	0.00 GBP
	Club Details
Payment Information	RugbyFirst Training RFC
17/10/2014 - Free - Paid	0.00 Rugby House Twickenham Stadium 200 Whitton Road
Total Paid	0.00 GBP

RugbyFirst Training RFC										New Mem	ber Export
 Membership Type 											
?											🛛 Clear
	▼ max	Test		Active 🔻					3		0.000
<u>ن</u>											₽ search
🧹 Social	Max	Test	1804330	Active	14/07/2015	0.00)	09/01/1979			•

3.3 Pay Later

Upon selecting Pay Later the individual is inserted into the Pending grid. The Pending grid, outlines those individuals that have a balance outstanding at the club.

RugbyFirst Training RFC											New Memb	er Export
 Membership Type 						Balance	Me					
?												🛚 Clear
	Мах	Test				1						O. Count
<u>ь</u>						_	_	•				P search
Adult Player (Non Registered)	Max	Test	1591816	Pending	14/07/2015	5	.00		01/01/2000	Holme Park Sonning Lane Reading Berkshire RG4 (•

From Pending once the member has paid, the administrator can select the **outstanding balance**.

	RugbyFirst Training RFC										New Member	r Export
	 Membership Type 	First Name	Last Name 🛛 🕈		Status	Renewal Date	Balance	Membership Number	Date Of Birth	Address	Phone	 Filters
												🛚 Clear
	•	Мах	Test				1					0.0
											· · · ·	P search
LE	Adult Player (Non Registered)	Max	Test	1591816	Pending	14/07/2015	5.00		01/01/2000	Holme Park Sonning Lane Reading Berkshire RG4 (•

Select Pay Now

Order Summary		
Payment		
Method	Payee	Billing Address
Please check the order items below and the final payment amount. Click the pay button to continue. © Cash © Cheque © Other Online payments are not currently configured for this club.	* First Name * Last Name Max Test * Enall (0/200)	Country * Pestcode rg4 Gsu Q Number Building Holme Park * Address Sonning Lane
		*City County Reading BERKSHIRE T
✓ Order 40212474 5.00 GBP		· · ·

The outstanding balance has been settled and the member is now Active and will appear in the Membership and Everyone grids.

RugbyFirst Training RFC										New Memb	er Export
 Membership Type 	First Name	Last Name	RFU Id	Status	Renewal Date	Balance	Membership Number	Date Of Birth	Address	Phone	➡ Filters
?											🛚 Clear
	▼ max	Test		Active 🖪	r 📃 🔤						0.0000
<u>ц</u>											P search
 Adult Player (Non Registered) 	Max	Test	1591816	Active	14/07/2015	0.00		01/01/2000	Holme Park Sonning Lane Reading Berkshire RG4 (•

4. Creating a new Family Member

Select New Member

Select Family & the relevant Membership scheme

Filters			
◯ Adult ◯ Junior ◉ Family			
Family Test 🗸	Family Test 🗸	Social 🗸	Test 123 🗸
£10 Test Family Test product	£5 Before 31st August Test	£12 Social Social product	£5 Test 123 Test 123 product

Once the scheme has been selected it is now possible to add the individuals to the scheme. As it is a family membership, multiple individuals can be assigned to the scheme.

As per the individual sign up, there is the need to search for the individuals to see if they already exist at the club.

Add Individuals	
Social Social Social product Up to 2 adults. Up to 2 juniors.	Scheme details – How many individuals can be assigned to the scheme. i.e 2 x Adults & 2 x juniors
Find people by name Title First Name *Last Name Search	Members (0) No individuals currently added to this membership

Once the search has been completed, either select the individual and continue or **'Create New Individuals'**

Add Individuals	Next	Create New Individual
Social		
Social Social product Up to 2 adults. Up to 2 juniors.		
Find people by name	Members (0)	
Tide First Name	No individuals currently added to this membership	
Mr M *Last Name Test Search		
Moneyel Text(Dr:090809) 7(0) 1919 112234 30:000 pumpr (179 2) 200 Witten food Textechnet Mindesex (TH 178) Mus Text (Ucr:030308) Emitrod Brins-ports (cm 0:000 pumpr (179 Rug) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Rugh Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Rugh Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Rugh Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Rugh Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Rugh Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Rugh Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Rugh Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Rugh Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei Tavici Annih Middesex (TH 170 C) Holoso Rugh Sei		
M Max Test (UC15581462, octos sjurinay 302) S Quaker, Colo Northmangton Antorhamptionathire NN7 3NZ M Max Test (UC15996169, octos sjurinay 302) Duakeris Cocio Northmangton Antorhamptionathire NG22 9TD Duakeris Cociminanty College Winney Lane Newski NottingBamchire NG22 9TD M Max Test (UC1447728) Emburton@df154ports.com octo sjoruay 1979 200 Winton Read Twickertam Max Res		
MR Mommy Test (/D:1592346)		

Insert the details for the new individuals.

Add Individual	
Profile Picture	Individual
Select	* Title * First Name Mr Middle Names * Last Name Test Gender * Date Of Birth
Contact Details	Address
Phone Area Code Extension Local Number Email (b/200)	Country

Once the individual has been entered, the system will then return to the search page. This enables the club to search for the other members that are associated to the family scheme.

Complete the search again and either select the existing individual or Create New

Member Details				Cancel Place Order
Details		Mr Dad Test		Edit Remove
1 Members added to order Family 2+1		Date Of Birth 09/01/1979 Email	Gender	
£10.00 Start Date 09 February 2015 Family 2–1 2 Adults 1 Juniors	1 YEAR Renewal Date 01 September 2015	mburton@first-sports.com Address 200 Whitton Road Twickenham ENGLAND TWZ 7BA		
Find people by name Title Mr First Name Dad * Last Name Test	Search Clear			

Complete the Personal details for the member (Address is auto populated)

ad Individual		_
Select	* Tote * Frist Name Mr Mr Oud Oud	
ect	Gender Date of sinth	
Contact Details	Aridraec	
Contact Details	Address	
Contact Details Phone Area Code Extension	Address Courty Petrose UNITE NUMCODM T TAD 394	
Contact Details Phone Area Code Extension	Address Courty UNITED NINGDOM V TW2.7BA	
Contact Details Phone Area Code Extension Local Number	Address Courtry *Pettode UNITED NINGDOM V TVV2.7BA Q Number Building	
Contact Details Phone Extension Local Number	Address County UNITED INIGOON TV TV2 78A	
Contact Details Phone Area Code Extension Local Number Email	Address Courty UNITED NINGDOM V TH22 78A Noter Nations Vehicing Vehicing Rad	
Contact Details Phone Lead Number Email **mail (14200)	Address Country UNITED NINGDOM V TVV2 78A Votore Address Whitton Road	
Contact Details Phone Local Number Email Final (14/200) EstiBrest.com	Address Courty UNITED NINGDOM	
Contact: Details Phone Eventsion Local Number Email Tenail (14/206) EventSitest.com	Address Country UNITED NINGDOM V TVV2 7BA V V VV2 7BA V VV2 VV2 VV2 VV2 VV2 VV2 VV2 VV2 VV2	
Contact Details Prone Lisual Number Enail Enail (14/200) Estificest.com	Address Courty UNITED NINGDOM	

Once the details have been entered the system will redirect to the search screen, however this time the system prompts the club to outline the relationship to primary and who is the primary member

Member Details				Cancel Place Order
Details		Mr Dad Test		Edit Remove
2 Members added to orde Family 2+1 E10.00 Start Date 00 February 2015 Family 2-1 2 Adults 1 juniors Eind people by name	er 1 YEAR Renewal Date 01 September 2015	Primary Member Date Of Birth 09/01/1979 Email mburton@first-sports.com Address 200 Whitton Road TwcKenham ENGLAND TW2 78A	Gender Full Phone	
Title Mr First Name Mum * Last Name Test	Search Clear	Mr Mum Test Primary Member Date of Birth 09/01/1979 Email mburton@first-sports.com Address Whitton Road Twickenham ENGLAND TW2 7BA	* Relationship To Primary Wife Conce Full Phone	Edit Remove

Continue this process until all the members are assigned. Select Place Order

Member Details				Cancel Place Order
Details		Mr Dad Test		Edit Remove
3 Members added to order				
Family 2+1		Primary Member Date Of Birth	Garriar	
£10.00	1 YEAR	09/01/1979		
Start Date 09 February 2015	Renewal Date 01 September 2015	Email mburton@first-sports.com	Rull Phone	
Family 2+1 2 Adults 1 Juniors		Address 200 Whitton Road Twickenham ENGLAND TW2 7BA		
		Mr Mum Test		Edit Remove
		Primary Member Date of Birth 09/01/1979 Email mburton@firstports.com Address Whiton Road TwcCertham twcCertham twcCertham twcCertham twcCertham twcCertham twcCertham	* Austranting to Prinney Cander Cander Rull Pione	
		Mr Son Test		Edit Remove
		Primary Member Date of Birth Oy0/11/379 Email mbuttnof@firs.sports.com Address Whiton Road TwcCertham twCertham twCertham twCertham tw2 78A	• suscended to Prinnay Cond Cond Cond Rul Plane	

The system will now load the Pay Now or Pay Later options (see above for examples)

Order Summary				Cancel Pay Now	Pay Later
Orders			Payment Method		
Order 40263711 Dad Test 10.00 GBP		- III -	Please check the order items and the final payment amount.		1
Family 2+1 Family 2+1 Mum Text memoarchip at First Sports Demo Mr Juan Text memoarchip at First Sports Demo Mr Jon Text memoarchip at First Sports Demo	10.00 Qty: 1	10.00	Online Card Cash Cheque Other		
	Sub Total	10.00 GBP			

The family Membership will be created and all three individuals will hold the same scheme and the relationships stated have been created

 Family 2+1 	Dad	Test			Husband of Mum Test (1828809), Parent of Son Te	•
Family 2+1	Mum	Test			Wife of Dad Test (1828808)	•
 Family 2+1 	Son	Test			Child of Dad Test (1828808)	•