

New Club Membership Sales Feature

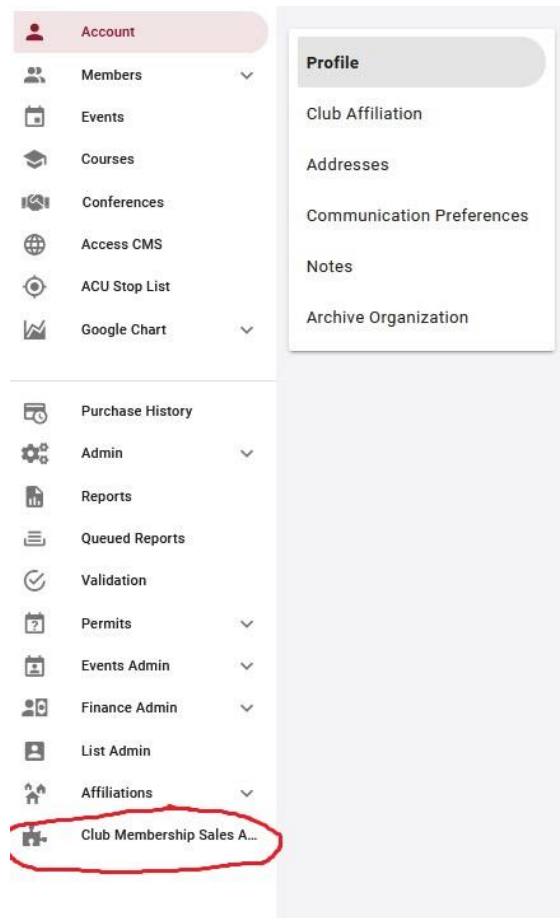
Background

The new Club membership sales feature has been designed to replace the CMS option from last year. This new Club Membership Sales Admin will use the Stripe account that your club has within the core Sport80 Platform for Events. If you don't have a Stripe account in the Main platform, you will need to create one

How to Set up Your Club Membership?

1. When you log into you Club/Promoter area you will see an Option for 'Club Membership Sales Admin' at the bottom of the list.

a. This option will only be active if you have a valid Club/Promoter affiliation



2. Once you click on the 'Club Membership Sales Admin' tab you will be presented with this screen to set up the Membership sales area

You will be asked to upload a logo – Max file size of 1mb

Setup Club Membership Sales

Create Add On

Name
Richmond Motor Club Ltd Club Membership

Logo
 [Browse](#)

For best results, use a square logo. This can be checked by pasting your Registration Link into a web browser.

Wizard description

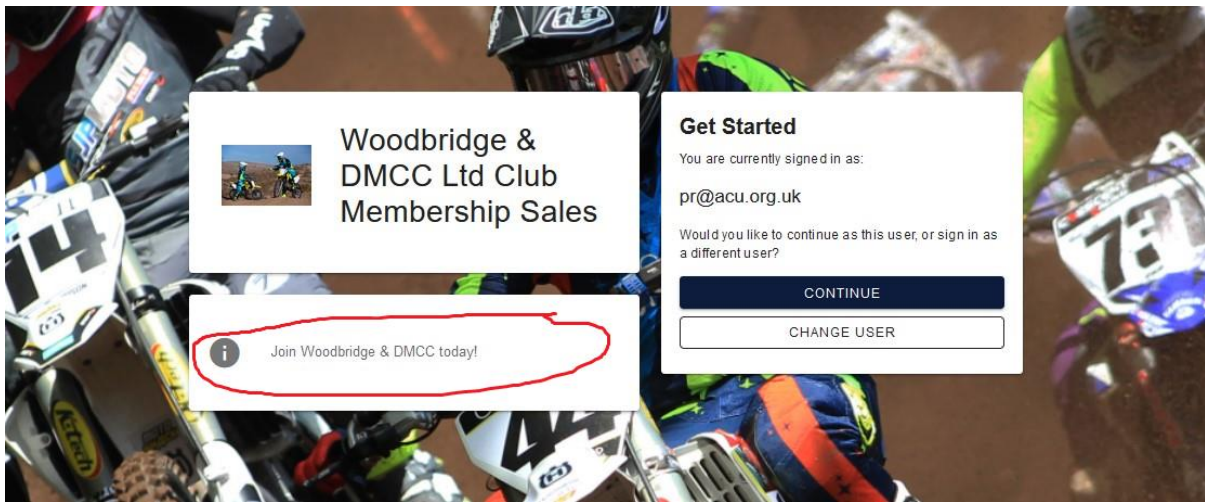
The Wizard will guide Members through the process of adding a Club Membership. A brief summary of your Club Memberships can be added to appear when your Registration Link is clicked.

Certification
I certify all details are accurate to the best of my knowledge.

Certification is to capture agreement to your own Organisation's Terms, Conditions and Policies

[Submit](#)

You can include a description explaining more about your club, this text is displayed here



If you don't have a stripe account, you will see the screen below and you will need to click the 'connect with Stripe' button and complete the set up process. Once completed you will be able to complete the 'Club Membership Sale' set up with your logo and description.

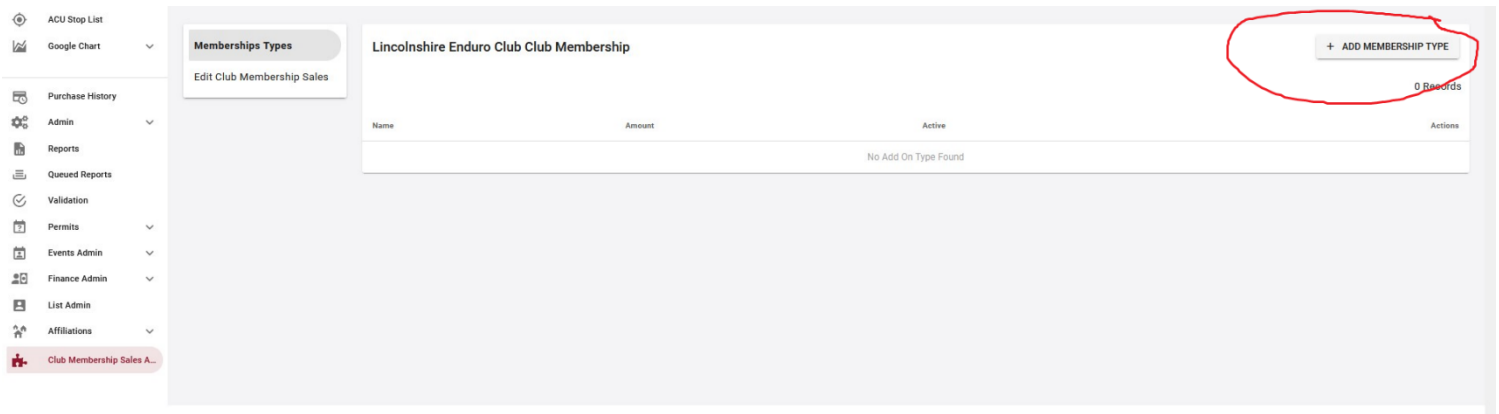
Setup Club Membership Sales

In order to setup a Stripe account, you will be required to select a business type. If you select 'Company' or 'Non-Profit' you will be required to provide evidence of your business status. If you do not have sufficient evidence your account will not be verified by Stripe and you will not be able to collect payments. If you are unsure about the status or whether you will have the required evidence, select 'Individual/Sole-Trader'.

Click the 'Connect With Stripe' button below to setup your Stripe Account.

[Connect with stripe](#)

3. Now you have completed this stage you will be presented with the following screen



In the top right hand corner is a button for add Membership Type. This is a template that you can add as many times as you like.

4. When you click on the button this is the form you will see

Edit Woodbridge Club Membership

Name
Woodbridge Club Membership
The display name of this Membership Type

Amount
15.00
Please input the cost with no currency symbol

Description
A brief explanation of the Membership Type, which will appear to the end user when selected (optional)

Gender
Mixed

Min age
12

Max age
99

Discontinued
No
Switch to 'Yes' to make this item unavailable for purchase (can be used temporarily during initial setup or periods of Membership lockdown)

Upgrade option
None
If a valid Member on a different Membership Type can switch to this Type, this is the amount they will pay

Upgrade Add On Type
If the member is paying by auto-renewal and no longer eligible for the same membership, this is the new type they will be automatically transferred onto. For example, a Junior aged out could renew onto Senior Membership. If none is set, or they are not eligible for any options, their auto-renewal will be cancelled.

Save

The fields on the form are

Name – Name you Membership type

Amount – Give it a price in numbers, no £ needed

Description – Basic description of the membership / what the Membership includes / Age ranges etc

Gender – You can pick is the Membership type is either Mixed (male/female) – Male – Female

Min Age – Youngest age that someone can take out this membership type

Max Age – Highest age that someone can take out this Membership type

Discontinued – If No is selected it means the membership type is still active / Yes means you want to discontinue this Membership type.

The next two questions are relating to the members ability to Upgrade their Membership Type.

Upgrade option

None

If a valid Member on a different Membership Type can switch to this Type, this is the amount they will pay

Upgrade Add On Type

Lincolnshire Enduro Club Club Membership - Adult Membership (#6399) x

If the member is paying by auto-renewal and no longer eligible for the same membership, this is the new type they will be automatically transferred onto. For example, a Junior aged out could renew onto Senior Membership. If none is set, or they are not eligible for any options, their auto-renewal will be cancelled.

Add

What is UPGRADE OPTION?

Upgrade Option allowing a Member to Upgrade this Membership Type **mid-year**, To allow this you will need to select one of the three options, either Pro Rota / Difference or Full Amount. The options determine if the Member pays Pro-Rota/Difference or the Full Amount for the Upgrade

Next is Upgrade Add On Type

Discontinued

No

Switch to 'Yes' to make this item unavailable for purchase (can be used temporarily during initial setup or periods of Membership lockdown)

Upgrade option

None

Pro Rata

Difference

Full Amount

Add

What is UPGRADE ADD ON TYPE?

This is where you select the Type of Membership that you want to automatically move a member to when a Member is paying by auto-renewal and no longer eligible for the same membership. This is done by Clicking on the drop down list.

This is the new type they will be automatically transferred onto.

For example, a Junior Member that has aged out could renew onto Senior Membership.

If none is set, or they are not eligible for any options, their auto-renewal will be cancelled and they will be notified.

This can also be used if you wish to Discontinue a Membership Type and Move members to a different type of Membership

5. Once you have created you Membership Type they will appear like this

Name	Amount	Active	Actions
Adult Membership	25.00	Yes	⋮
Youth Membership	12.00	Yes	⋮

From the 3 dots of the righthand side you can View / Edit and Delete and Membership Type

This will allow you to go back in a complete the UPGRADE ADD ON Type selections

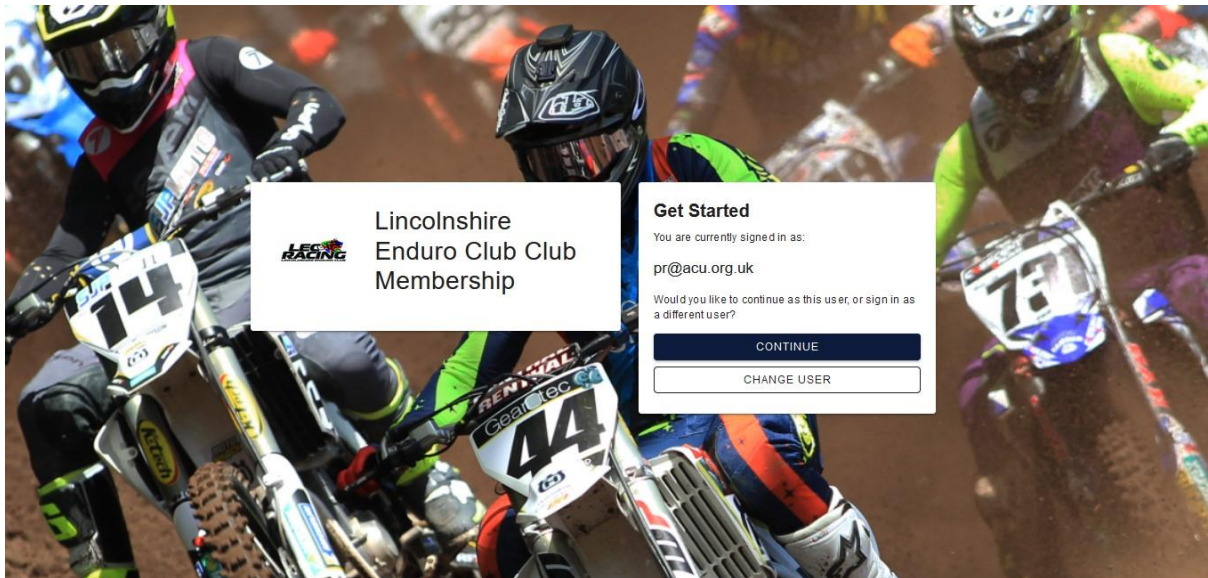
It is best to set the Membership Type from the Eldest to the Youngest to be add to link Membership types together, or Create all Membership Types and then go back in and Edit them

6. In the Top Left you will see a 'Registration Link' button when you click it will give you a URL link to your clubs Membership Sales Page

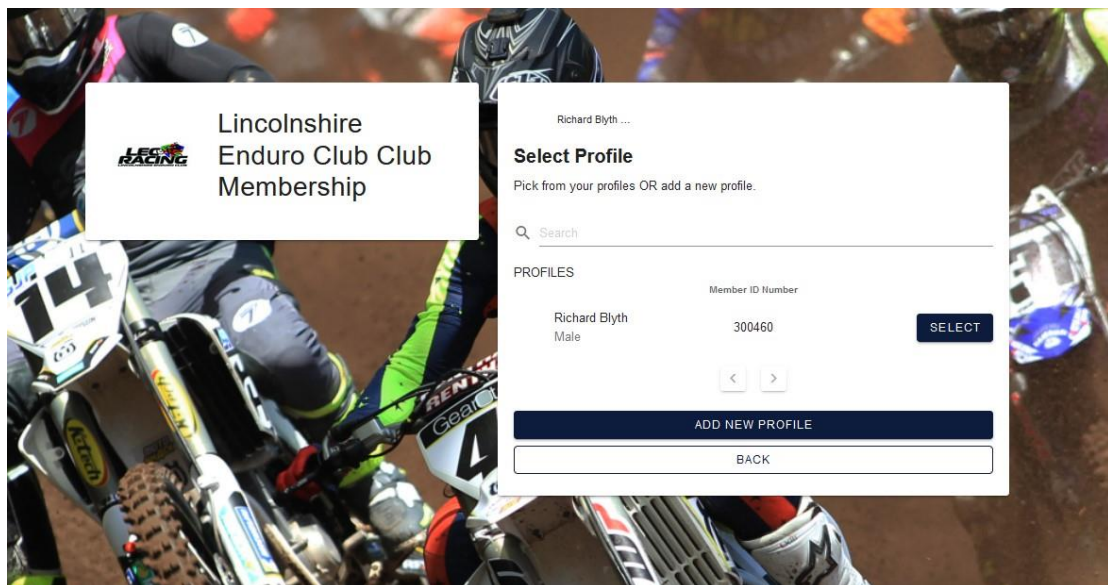
Club Membership Sales Admin

REGISTRATION LINK

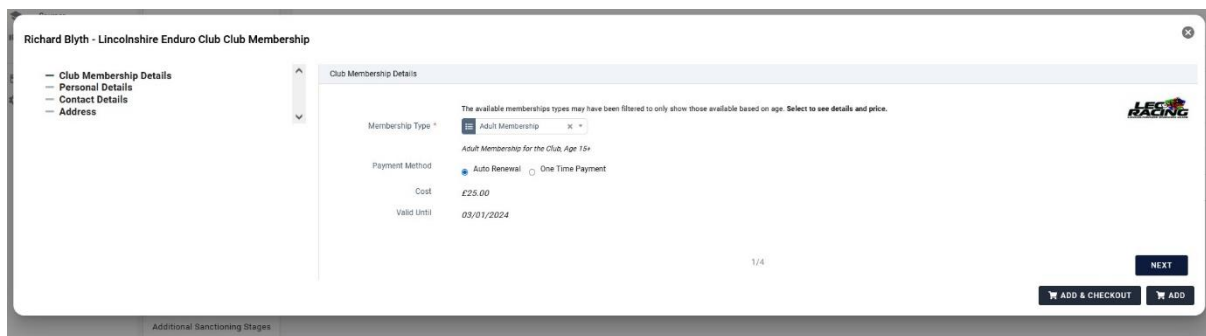
7. The Membership Sale Widget page will look like this



The Member will either log in or select continue then Members selects who the membership is for



Next the Member will pick the Membership type they want to buy from the Club. The Member will only see Membership options that they are eligible for by age or gender.















What Happens if a Member tries to join the club Via Sport80 and not the Link?

If a Member goes into the Club Membership via Sport80, they will be presented with a list of clubs/promoters and they will be able to search via the search bar. The Blue Add button will appear once the club/promoter has set up their Membership.

Please select the club membership type you would like to add

BACK

Search

 Aberystwyth & DMCC Club Membership Sales	 + ADD
 Bolesworth Club Membership	+ ADD
 Cambridge Matchless MC Club Membership	 + ADD
 Cheshire North West Schoolboys SC Club Membership	+ ADD
 GP Originals Club Membership	 + ADD
 Halstead & District MCC Club Membership	+ ADD
 Horsforth & DMC Ltd Club Membership Sales	+ ADD
 Kingswood MCC Ltd Club Membership	 + ADD
 Lincolnshire Enduro Club Club Membership	+ ADD
 Woodbridge & DMCC Ltd Club Membership Sales	+ ADD

Can Clubs Still Use Manual Approval add a Member for Free/Honorary Membership?

Yes a Club will still be able to add a Club Membership to a members record using the Manual Approval Process. Anyone with access to the club area can go into a Members record and scroll to the 'Club and Affiliation' tab and select to add a membership to that members record on their behalf.

If you have any additional questions, please submit a 'Contact Support' request.