Sell Membership

SELL MEMBERSHIP

1. Find or add member
2. Add family members, if applicable
3. Hover over "Offerings" > Click "Membership" > Choose membership type
4. Click "Add" on selected membership
   - Change start date if not today
   - Select modifier if applicable
   - Select price frequency (monthly, quarterly, biannually or annually)
5. Click "Add"
6. If Done (not adding additional programs or items) > Go to Cart
7. Review Information in the cart for accuracy (Dates, Branch, Amounts, Forms)
   - Draft Date will default to the next closest draft date. If the member wants to change draft date > Click "Recurring Billing" > Change next sale date to the desired date. Pro-rate due today will update accordingly.
   - Forms - Complete any forms required. If an error message displays under forms (red triangle) return to the form to correct errors.
8. Select Payment Method
   - Add if new
   - If recurring payment method will be different from cart, go to Recurring Billing > Payment Method
9. Enter promo code in promo code box, if applicable
10. Click "Finalize Order" > Click "Yes, Finalize my Order"
11. Send Receipt
    - Email (preferred) > Choose correct address
    - If printed receipt desired > Click Print > select Window Envelope
12. Return to Profile > Click "Profile"
    - Take Photo if not on file > Click Camera Icon under Profile Picture/Space > Click "Take Photo"
    - Edit Personal Info > Access ID if not on file > Add Bar Code (will change to Allow Access)