

Create Membership Products

Products represent the items that participants will be able to purchase through an online payment form.

There are 2 types of product available:

- Membership Subscription - Designed for taking online registrations
- Saleable item - Useful for listing optional extras and physical items

Click **Add Membership Subscription Product** to create a new product or the **Edit** icon to edit an existing item

Configure Membership Signup - Products ?

[+ Add Member Subscription Product](#)

Home Reports <u>Configuration</u> Approve Members								
☐ Show Inactive Products								
TITLE	CATEGORY	PURCHASES	PRODUCT TYPE	SUBSCRIPTION PERIOD	AVAIL. UNTIL	STATUS	EDIT	DELETE
MyNetball Participant	Membership	0	Subscription	Undefined		Active		
WWCC Registration Item	Membership	0	Subscription	Undefined		Active		
Coaching Our Way	Course Registration	0	Subscription	Undefined		Active		
Expect Respect - Community	Course Registration	0	Subscription	Undefined		Active		
Expect respect - Young adult	Course Registration	0	Subscription	Undefined		Active		
Expect respect - Youth	Course Registration	0	Subscription	Undefined		Active		

This opens the *Membership Signup Form - Edit Product* screen. Enter or change information as follows:

Registration Type/Product details

Name	*	Foundation Online Coach Accreditation
Category		Course Registration
Description		Foundation Online Coach Accreditation
Price	*	☒ Simple ☐ Advanced \$50.00
Class	*	☒ Membership Subscription/Registration ☐ Saleable Item
Number available		Leave blank to indicate an unlimited number available
Available from		 
Available until		 
Active		☒
Sort order		0

Subscription settings

Start Date		
End Date		
Person Role	*	TEAM OFFICIAL:SENIOR COACH ▼

Registration settings

Automatically Register Participant To:

Select...



Registration Type

Select...



Registration Period

Select...



Discounts

General Discount

0.00

Discount Description

Early Discount

0.00

Early Discount Cutoff Date



Name	This is what will display as the main product name.
Category	Options will vary depending on the type of organisation Membership - annual memberships Team lodgement - Use to register new teams to an event Team renewal - Used to register returning teams to an event Course registration - Links the item to a course. This is generally applied automatically to e-learning products Event/program registration - Links the item to an event. This is generally applied automatically to by our event management suite Team Join - Allows players to join a team that exists in the database.
Description	This is a longer description of the product, which will display underneath the product name on a signup form.
Price	Price of the product (must be inclusive of any tax specified). Enter prices in the same currency set up on your membership form. Changing the price after any products have been sold do not affect these previous sales. Advanced pricing allows for family discount pricing to be set.
Class	Select a product class from one of two main types: Membership Subscription or Saleable item
Number available	The number of participants that can register or items you have in stock. If this field is left blank no limit will be applied.
Available until	Participants will not be able to buy the product after this date.
Active	Check the box to make the product active. Any products made inactive will not be able to be selected on a membership form (even if the form has previously been set up to include them).
Subscription settings	For display purposes only. These dates will be used to show participants the duration of the subscription that they are purchasing. When a person purchases this product their record will be assigned the selected role.

Registration Settings	Automatically Register Participant To: Typically this will be the Association which runs the competition that clubs or teams are competing in Registration Type: Registration type requirements will be specified by the competition provider. If you are uncertain or these have not been set up they should be able to help you further Registration Period: The term for which the participant will be registered, this is typically the duration of the current season.
Discount fields	General Discount: This value will be deducted from the price of the product. People purchasing the product will see the original price, the price discounted price and the discount description text Early Discount: This value will be deducted from the price of the product for purchases made prior to the Early Discount Cutoff Date. People purchasing the product will see the original price, the discounted price and the date that the discount will end.