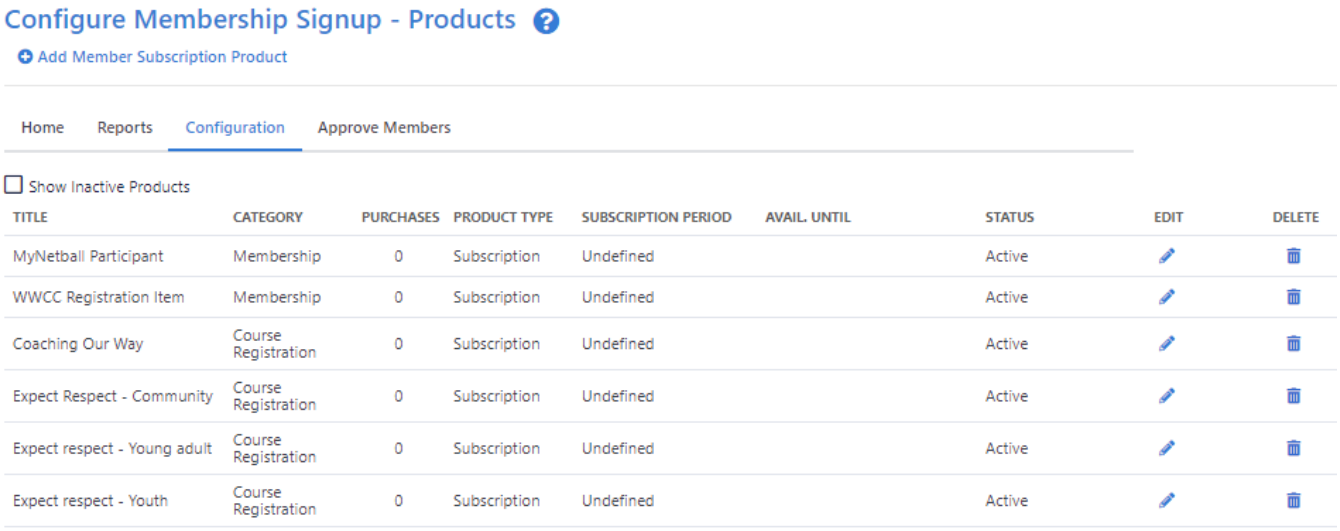
# Create Membership Products

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



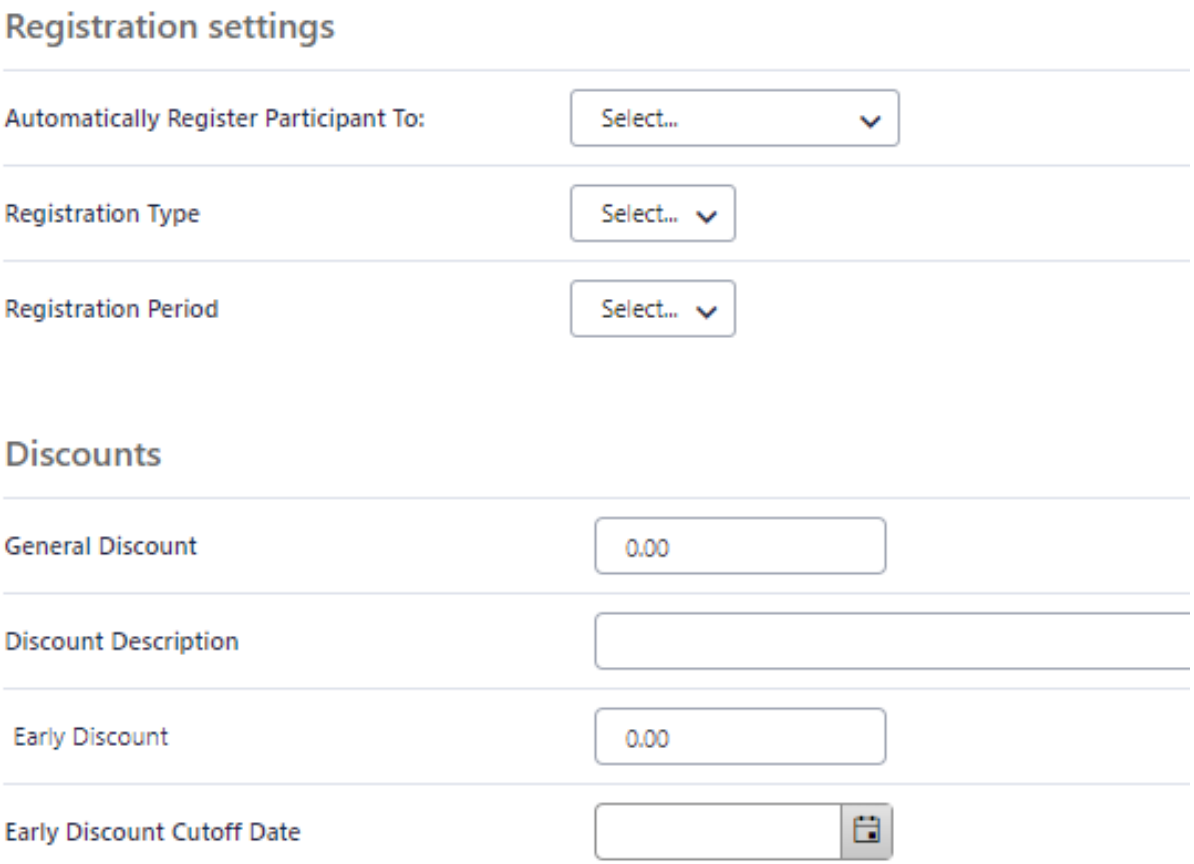

This opens the *Membership Signup Form - Edit Product* screen. Enter or change information as follows:

## Registration Type/Product details

| | | |
|---|---|---|
| Name | * | Foundation Online Coach Accreditation |
| Category | | Course Registration |
| Description | | Foundation Online Coach Accreditation |
| Price | * | (•) Simple ( ) Advanced<br>$50.00 |
| Class | * | (•) Membership Subscription/Registration<br>( ) 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 |




| | |
|---|---|
| **Name** | This is what will display as the main product name. |
| **Category** | Options will vary depending on the type of organisation<br>Membership - annual memberships<br>Team lodgement - Use to register new teams to an event<br>Team renewal - Used to register returning teams to an event<br>Course registration - Links the item to a course. This is generally applied automatically to e-learning products<br>Event/program registration - Links the item to an event. This is generally applied automatically to by our event management suite<br>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.<br>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 puchases this product their record will be assigned the seleced role. |

| | |
|---|---|
| **Registration Settings** | Automatically Register Participant To: Typically this will be the Association which runs the competition that clubs or teams are competing in<br><br>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<br><br>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<br><br>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. |