

Member Signup

Member Signup provides a facility for organisations to optionally allow participants to sign up online. Applications for this can range from taking payments for insurance or registration through to signing up for a course or expressing interest in a social event.

Member Signup Setup Wizard

- Home
- Reports
- Configuration
- Approve Members

We recommend that you follow the steps in order to complete your setup, however in most cases you are able to complete steps in whatever order you wish. You can come back at anytime to this page to pick up where you left off.

If the Help and Video (buttons located next to each step) do not answer your questions, please visit the [Support Website](#).

✓ Step 1:	Person Custom Fields ⓘ Create custom fields for participant record	No. custom fields 1
✓ Step 2:	Membership Products ⓘ Products users can choose from on Signup Forms	No. products 5
✓ Step 3:	Signup Disclaimers ⓘ Customise a disclaimer that will appear on the signup form	No. disclaimers 1
✓ Step 4:	Membership Signup Forms ⓘ Membership signup forms are separate signup processes you can manage	No. active forms 3

Custom Fields

Administrators are able to create additional data fields to capture information that isn't covered by our standard set of default fields.

Membership Products

These are the products that participants will be able to purchase through your sign up forms.

Signup Disclaimers

Administrators are able to set out the terms and conditions of using the online sign up process. Participants are required to agree to the terms set out in the disclaimer as part of the sign up process

Member Signup Form

This is where the structure of the online form is set up. It also provides URLs for public access to forms and is where changes to payment options and gateways can be made.