

## How do I edit the descriptions of my membership types so they are club-specific?

Adding a Description to your club's membership types will help users to select the appropriate membership type when joining or renewing with your club through a Club, Regional, Zonal or National website.

1

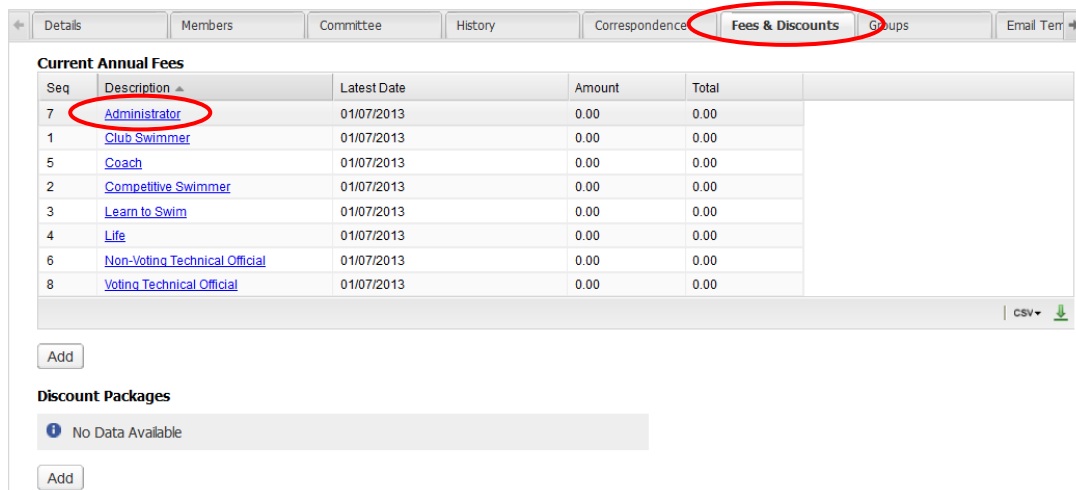
Click the Club tab and begin typing the name of your club. Select your club from the drop down list.



The screenshot shows a navigation bar with tabs: Person, Club, Region, and Zone. The 'Club' tab is selected and circled in red. Below the tabs is a search input field containing the text 'ok'. A dropdown menu is open, showing a search result: '[10204] Okato Swimming Taranaki | Star rating Club'. To the right of the dropdown are two links: 'Advanced' and 'Last Accessed'.

2

Open the **Fees & Discounts** tab - here you will see a list of Current Annual Fees.



The screenshot shows a web interface with a navigation bar containing tabs: Details, Members, Committee, History, Correspondence, Fees & Discounts, Groups, and Email Templates. The 'Fees & Discounts' tab is selected and circled in red. Below the tabs is a table titled 'Current Annual Fees'.

Seq	Description	Latest Date	Amount	Total
7	Administrator	01/07/2013	0.00	0.00
1	Club Swimmer	01/07/2013	0.00	0.00
5	Coach	01/07/2013	0.00	0.00
2	Competitive Swimmer	01/07/2013	0.00	0.00
3	Learn to Swim	01/07/2013	0.00	0.00
4	Life	01/07/2013	0.00	0.00
6	Non-Voting Technical Official	01/07/2013	0.00	0.00
8	Voting Technical Official	01/07/2013	0.00	0.00

Below the table is a 'Discount Packages' section with a message 'No Data Available' and an 'Add' button.

Click the title of the membership type under the Description column that you wish to edit.

3

To add a description to the membership type begin typing in the Description field. The text entered in this box will display to users when they join/renew online.

Annual Fee

* Member type	<input type="text" value="Club Swimmer"/>
Description	<input type="text"/>
Region Member type	<input type="text" value="Club Swimmer"/>
Member type	<input type="text" value="Club Swimmer"/>
Sub-total	0.00
Valid - new members	<input checked="" type="checkbox"/>
Valid - reinstatement	<input type="checkbox"/>
Obsolete	<input type="checkbox"/>
Period covered	01/07/2013 to 30/06/2014
Annual sub	<input type="text" value="0"/>
Total this level	0.00

Parameters for junior fee type (optional)

Lower age limit	<input type="checkbox"/>
Upper age limit	<input type="checkbox"/>
Next Age Change to	<input type="text"/>

Renew as a different type (optional)

Renew As	<input type="text"/>
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Once you have finished editing select the 'Save' button at the bottom of the page.

4

You will see a message to advise the details have been updated once the save was successful. You can then Return to the previous page and complete the process for all other necessary membership types.

The details have been updated.

Members will now be able to view a description of what each membership entitles them to do by hovering on the Info icon associated with each membership. **This is in the website component only.**