

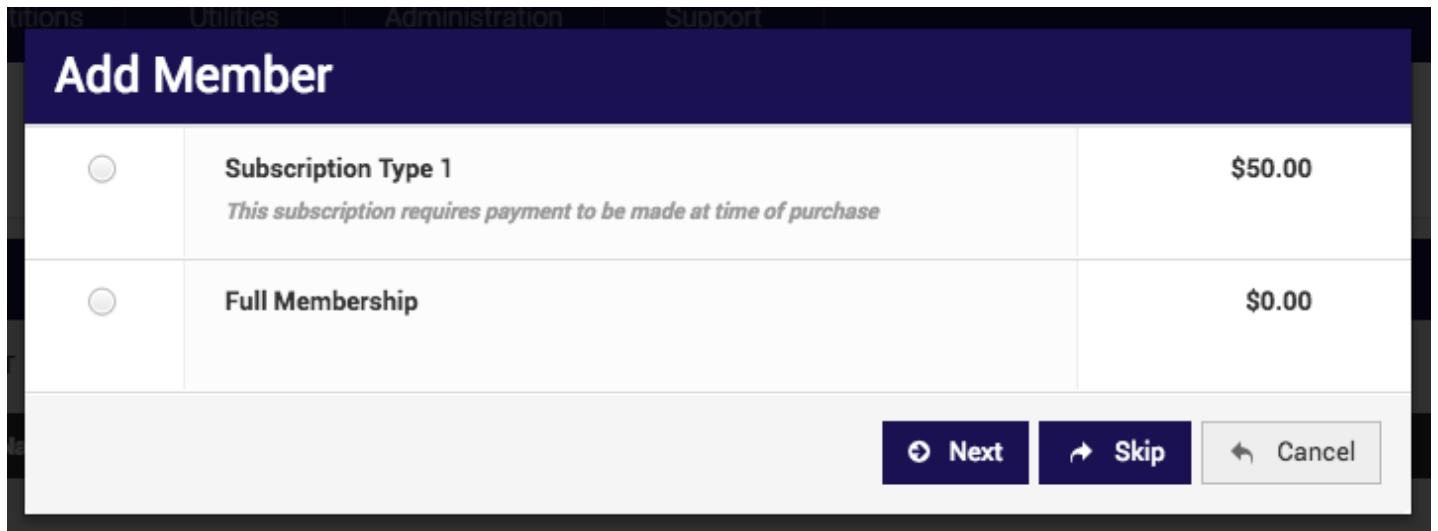
# Adding a New Member

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Quick Steps: Membership > Members > Actions > Add > Select Subscription > Select Member Type > Next

Enter Member Email Address / Check

1. In One Sport Technology, select **Membership** from the top menu, then **Members**, **Actions** and **Add**



The screenshot shows a web interface for adding a new member. At the top, there is a dark blue header with the text "Add Member" in white. Below the header is a table with two rows of subscription options. The first row is "Subscription Type 1" with a price of "\$50.00" and a note: "This subscription requires payment to be made at time of purchase". The second row is "Full Membership" with a price of "\$0.00". At the bottom right of the form, there are three buttons: "Next" (dark blue with a right arrow), "Skip" (dark blue with a right arrow), and "Cancel" (light gray with a left arrow).

Subscription Type	Price
<input type="radio"/> Subscription Type 1 <i>This subscription requires payment to be made at time of purchase</i>	\$50.00
<input type="radio"/> Full Membership	\$0.00

Next Skip Cancel

2. Select the Subscription Type(s) applicable to the member, and then click **Next**.

**Add Member**

Available

Selected

Life Member

Next Previous Cancel

3. Select the Member Type(s) applicable to this member, and then click **Next**.

**Add Member**

Check to see if the member email already exists in the database.

Member Email Address

Check Cancel

4. To check if this Member is already in the One Sport Technology database, enter their **Email Address** and select **Check**. Here there are four variations of responses;

- Member not yet in SportsTG system

**Create a New Member > Enter all Member Details > Save**

**Add a Linked Member > Enter all Member Details > Save**

Note, all fields marked with a red asterisk are required fields and must be completed to add the member to your database.

- Member in One Sport Technology but not a Member of your Organisation Chain (i.e your organisation and any organisations below)

**Member has been located > Email Member Access Request**

- Member in One Sport Technology and a Member of your Organisation Chain

**Member has been located > Enter in their First Name, Last Name, and DOB to verify you have permission to add them > Verify**

- Member is already part of your organisation

**Save Subscription > Proceed with Payment**

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