

# Generating Subscriptions for Members

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There are two ways to generate a subscription through the back end of the system

a) a new member being registered *or*

b) as an existing member.

**Quick Steps: Membership > Members > Find Member > Actions > Add Subscription > Select Subscription**

## *Scenario A:*

1. In One Sport Technology, select **Membership** from the top menu, then **Members, Actions and Add**
2. Select the **Subscription Type(s)** applicable to the member, and then click **Next**.
3. To check if this Member is already in the One Sport Technology database, enter their **Email Address** and select **Check**. Here there are three variations of responses;
4. You will then need to add the **Member Type(s)** to the Member Record and then select **Next**

### *Option 1 - The Member Could Not Be Located*

- Here you would **Create a New Member, Enter all Member Details** and **Save**
- Note, all fields marked with a red asterisk are required fields and must be completed to add the member to your database.
- Proceed with Payment.

### *Option 2 - Member in One Sport Technology but not a Member of your Organisation*

- **Member has been located / Email Member Access Request**
- **Once the access has been granted the member record can be created**

### *Option 3 - Member in One Sport Technology and a Member of your Organisation*

- **Member has been located / Member is already part of your organisation / Save Subscription / Proceed with Payment**

### ***Scenario B:***

1. In One Sport Technology, select **Membership** from the top menu, then **Members**, Search for the Member, **Actions and Add Subscription**
2. Select the **Subscription Type(s)** applicable to the member, and then click **Next**.
3. Select Payment Option and the click **Next**
4. Click **OK**

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