

Step 8: Testing the Members Form and Setting it Live

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QUICK STEPS:

Part 1: Members > MemberDesq > Edit > Register & Renewal > Select the Menu Option > Save

Part 2: Subscriptions > Subscription Types > Edit > Include Subscription in Member's Section/Portal: Yes > Save

Part 3: Members > MemberDesq > MemberDesq

1. Click on Members, the MemberDesq
2. Click **Edit** and go scroll down to the **Register and Renewal** section, select the relevant option and **Save**
3. In the top menu select **Subscriptions** and then **Subscription Types**, click **Edit** next to the relevant subscription and click on the **Member** tab, **Change the Include Subscription In Member's Section** to **Yes** and **Save**
4. Go back to Members and click on MemberDesq and then the MemberDesq button, this will take you to the public front end Member Portal
5. Select **New Registration** to view and test the form
6. Once you are happy with the form, your membership is ready to go Live

BE AWARE AFTER PUSHING THIS FORM LIVE

With some registrations by members our payment gateway sometimes takes out a \$1 amount from a members bank account as a way of verifying the payment method used to pay for registrations. Without context, this can cause registrants to query the charge and think that they are being scammed when they are not- this is a normal process between payment gateways and banks and the \$1 fee will be returned back into the members account within the next 1-2 business days. This will only be a once off occurrence as it is usually done only when using a specific payment method for the very first time.
