

Making Members Financial - Linked Members

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Quick Steps: Members > Members Listing > Find the Primary Member > View > Subscription > Next > Select All Linked Members > Generate > Post > Payment

1. Within the **Member Listing**, access the Member Detail page by searching for the **Primary Member** and viewing their profile.

2. Click **Subscriptions** at the top of the page.

3. Ensure that the correct Subscription Type is selected and then click **Next**. This should be the Family or Multiple Membership, not the Member's Default Subscription Type which will be different.



The screenshot shows the 'STG SAMPLE - Club' website interface. At the top right, it says 'Logged in as: System Administrator' with a 'Log Off' button. The navigation menu includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The 'Members' menu item is highlighted. On the left sidebar, 'Subscriptions' is selected. The main content area is titled 'Generate Subscriptions (Mary Sample)'. It features a dropdown menu for 'Subscriptions - Types' with the selected option 'Full Year - Family (2 Adults + 1 Junior)'. Below the dropdown are 'Previous' and 'Next' buttons.

4. Check that the details are correct, and select the linked members that you want to duplicate the payment for, then click **Generate**.

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Member Search:

For:

In:



Generate Subscriptions (Mary Sample)

General

Title:

Detail:

Total Amount:

Club:

State:

National:

Payment Terms (Days):

Duplicate Accounts

John Sample

Samantha Sample

Financial Status

5. Click **Post** to create the unpaid transaction, and then **Payment**.

6. Click the method of payment, and click **Submit Payment**.

Additional Information:

This process can be used to create invoices for members by leaving the process after clicking on POST. This will put the transaction in Unpaid Transactions. If a transaction is sitting in unpaid, the member then has the ability to log into the console and make their payment using their credit card.

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