

Testing a Portal to go Live

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Quick Steps: **Members** > **MemberDesq** > **MemberDesq**

When setting up your Membership Database in the SportsTG system, we recommend that before you set it to **Live**, that you process Test transactions to ensure that your system is set up exactly as you would like it to display to your Members.

1. Within the Management Console, select **Members** from the top menu, then **MemberDesq** from the left menu.

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

3. Go through and complete the form as if you were a new or renewing Member registering. You can use the below Test Credit Card Details to complete payment:

Card Number: 5555 5555 5555 4444

Card Expiry Date: Any date after today

CCV: 123

4. Once you have completed testing, you are now ready to go Live. Select **Administration** from the top menu.

5. Click **Credit Card Gateway** in the left menu.

6. Click on **Activate Credit Card Gateway**, this will give you a Confirmation message to confirm that you want to activate the gateway.

7. Click on **Activate Gateway** and this will switch your Portal to Live. You can now distribute your form link to your Website and Members. For information on how to do this, visit [Step 9: Linking to the MemberDesq Portal](#)

Note: ALL Test Transactions will be *removed* from the system when you switch your Credit Card Gateway to Live. You should not start entering actual Members transactions into the system until *after* the system has been switched to Live.

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