

Generating a Single Subscription

Last Modified on 06/10/2016 10:03 am AEDT

Quick Steps: Go to Members > Members Listing > Click on the Member > Subscriptions > Select the appropriate Subscription Type > Follow the prompts > Generate > Post

1. Within the Management Console, select **Members** from the top menu, then **Members Listing** from the left menu.
2. Search for the **Member** using the search box, click on the member and the **Subscriptions** button.

Member Detail (Sam B)

Listing Edit Delete Notes Member Group Member Qualifications Distribution List History

Subscription Email Relationships Links Merge Registrations Seating TicketDesq

Events

Record successfully added to system

Name

Title:
First Name: Sam
Last Name: B

Address

Street: 333 Road

This needs to be done at the Lowest Tier the Member sits in (eg. their Club's console).

3. Select the Subscription Type you wish to generate an Unpaid Transaction for, then click **Next**.

Generate Subscriptions (Sam B)

Subscriptions - Types: Under 7 Athlete

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4. Preview and amend any details for the Subscription for the member, then click Generate

Generate Subscriptions (Sam B)

General

Title: Under 7 Athlete

Detail: If you were born in 2009

Total Amount: 140.00

Payment Terms (Days): 0

Financial Status

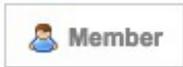
Update: No Yes - Financial End Date Yes - Period Yes - Days

Financial End Date: 31-Dec-2016

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5. You will now be on the **Manage Subscriptions** page. Review the details of the transaction, then click **Post**

Generate Subscriptions (Sam B)



 Transaction record successfully generated in the system.

Title:	Under 7 Athlete
Details:	If you were born in 2009
Amount:	\$140.00
(This amount of \$140.00 includes Transaction Fee of \$140.00, GST of \$0.00 and Administration Charge of \$0.00)	
Instalments:	0
Payment Terms (Days):	0

6. The transaction will now sit in **Transactions, Unpaid** allowing the member to log in and pay it off or you can pay this subscription off in the members profile

Additional Information: You can also generate a subscription through Subscriptions, Single member. To do this go to **Subscriptions, Generate Supcription, Single Member**, select the member and click on the **Subscription Type**, and click **Next**. Amend any detail of the subscription as required and click on the **Generate** button. You can now review the subscription, once4 happy you can click **Post** to post this subscription to the members record. You can then pay this subscription by clicking on the **Payment** button or the member can log in to their profile and pay off this subscription.

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