

Understanding Manage Subscriptions

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Quick Steps: Subscriptions > Manage Subscriptions

Manage Subscriptions is the step between Generating a Subscription for a Member and an Unpaid Transaction being created in the Member's Account. This step allows you to double check that you have assigned the correct Subscription Types to each Member before finalising the Unpaid Transaction.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Manage Subscriptions** from the left menu.

2. Here you can view a list of all the members with generated subscriptions, as well as the Subscription Type that has been assigned to that member. You can click on the member's name to view their Member Record and ensure that this corresponds with their Default Subscription Type.

3. Once you are happy with the generated subscriptions, you can either click **Post All** at the top of the screen, or **Post** next to each individual member.

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website **Members** Subscriptions Shop Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Generate Subscriptions

- Single Member
- All Members
- Member Type
- Member Group
- Member Query

Manage Subscriptions

Transactions

Subscriptions - Types

Subscriptions - Categories

Subscriptions - Tags

Options

TG Membership

Manage Subscriptions

Search For: In: Name

Records: 1-8 of 8

Member	Title	Amount	Edit	View	Delete	Post
Archery, Joan	Full Year	\$307.50				
Argetto, Marisa	Full Year	\$307.50				
Blake, Joe	Full Year	\$307.50				
Bobbin, Mary	Full Year	\$307.50				
Brown, Bobby	Full Year	\$307.50				
Greene, Bob	Full Year	\$307.50				
Hewitt, Lleyton	Full Year	\$307.50				
Hingis, Martina	Full Year	\$307.50				

Records: 1-8 of 8

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4. This will send the generated Subscriptions into **Transactions > Unpaid** to be paid by the member either through the Members portal, or through the club.

Note: Manage Subscriptions allows you to ensure that subscriptions that have been

created in bulk are all correctly assigned to each member before posting them for members to be able to log in and make payment.

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