

Generate Subscriptions - Member Group

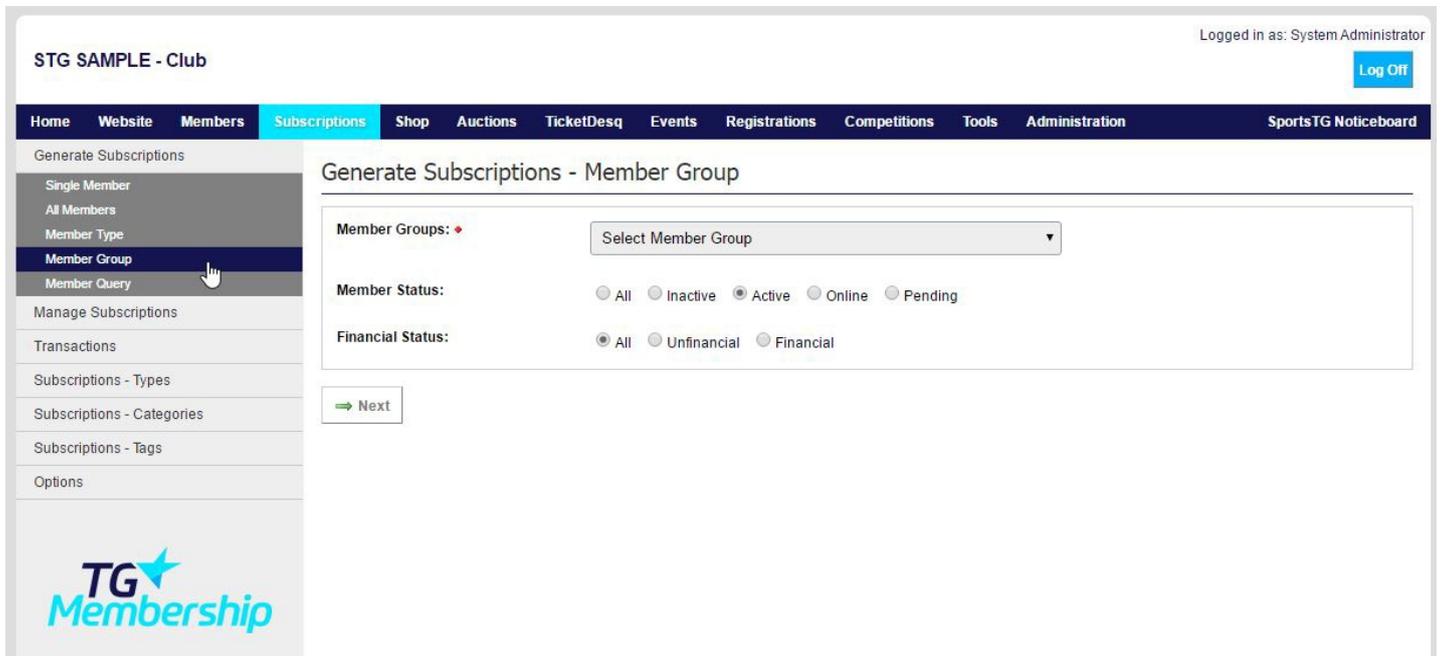
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Quick Steps: Subscriptions > Generate Subscriptions > Member Group

Generate Subscriptions allows you to generate an unpaid transaction for members by Member Group. In generating an unpaid transaction for any member, this enables that member to log into your Member Portal with their username and password and renew their membership via the Pay Subscriptions menu. An unpaid transaction can also be paid off within the console by an administrator.

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

2. Select **Member Group** from the expanded left menu, find the Member Group in the dropdown menu and click **Next**. This needs to be done at the Lowest Tier the Member sits in (eg. their Club's console). You can also filter down your selection based on Member Status and Financial Status. For example, if you only want to generate Unpaid Transactions for Active members that are Unfinancial, select the Active and Unfinancial radio buttons.



The screenshot displays the 'STG SAMPLE - Club' management console. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar menu is expanded to show 'Generate Subscriptions' with sub-options: 'Single Member', 'All Members', 'Member Type', 'Member Group' (highlighted), and 'Member Query'. Below these are 'Manage Subscriptions', 'Transactions', 'Subscriptions - Types', 'Subscriptions - Categories', 'Subscriptions - Tags', and 'Options'. The main content area is titled 'Generate Subscriptions - Member Group' and contains a form with the following fields: 'Member Groups' (a dropdown menu labeled 'Select Member Group'), 'Member Status' (radio buttons for All, Inactive, Active, Online, Pending), and 'Financial Status' (radio buttons for All, Unfinancial, Financial). A 'Next' button is located below the form. The TG Membership logo is visible in the bottom left corner of the console.

3. Select the Subscription Type you wish to generate. Here you will have three options:

- Blank Subscription - This enables you to enter custom values for Title, Price, Financial End Date
- Member's Default Subscription - This generates an Unpaid Transaction relative to the Default Subscription Type that each member holds.

- Select any of your Subscription Types available.

4. Preview and amend any details for the Subscription for the members, this is not shown if Member's Default Subscription is selected, then click **Generate**.

5. You will now be on the **Manage Subscriptions** page. Review the details of the transactions in a range of members, then click **Post All**.

The screenshot shows the 'Manage Subscriptions' page. At the top, it says 'STG SAMPLE - Club' and 'Logged in as: System Administrator'. The navigation menu includes Home, Website, Members, Subscriptions (highlighted), Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. The sidebar on the left has 'Generate Subscriptions' with options: Single Member, All Members, Member Type, Member Group, Member Query, and 'Manage Subscriptions' (selected). Below this are 'Transactions', 'Subscriptions - Types', 'Subscriptions - Categories', 'Subscriptions - Tags', and 'Options'. The main content area is titled 'Manage Subscriptions' and has 'Delete All' and 'Post All' buttons. A search bar is present with 'Search For:' and 'In: Name'. Below the search bar, it says 'Records: 1-8 of 8'. The table below has columns: Member, Title, Amount, Edit, View, Delete, and Post. The data in the table is as follows:

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				

At the bottom left, it says '29:56' and at the bottom right, 'SportsTG'.

You also have the option here to **Delete All** if a number of the transactions are incorrect.

6. The transactions will now sit in **Unpaid Transactions** allowing the members to log in and pay them off.

Additional Information: Once a Transaction is in **Unpaid Transactions** you can then send a reminder to the member to pay their transaction by pressing on the **Remind** button next to the applicable transaction.

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