

Creating Note Types

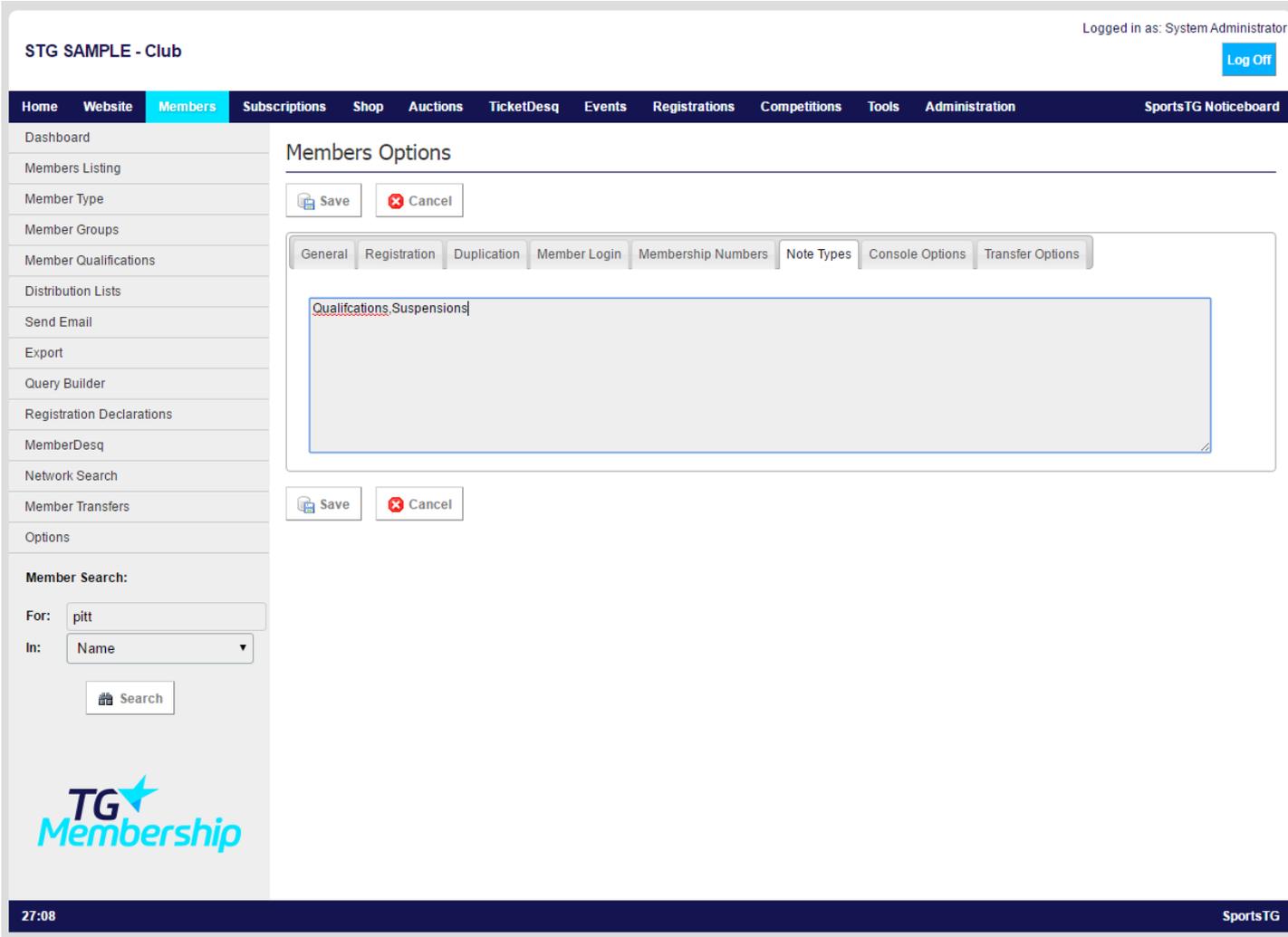
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Quick Steps: Members > Options > Edit > Note Types

Notes can be used by your organisation to maintain information on your members that might not fit into your standard fields. This information can only be viewed by administrators of your organisation and enables you to track things such as suspensions, feedback and member issues.

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

2. Click **Edit** at the top of the page, then select the **Note Types** tab.



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 lists various options, with 'Options' selected. The main content area is titled 'Members Options' and features a 'Save' and 'Cancel' button at the top. Below this, there are several tabs: 'General', 'Registration', 'Duplication', 'Member Login', 'Membership Numbers', 'Note Types', 'Console Options', and 'Transfer Options'. The 'Note Types' tab is active, showing a text input field containing 'Qualifications,Suspensions'. Below the input field, there are 'Save' and 'Cancel' buttons. The bottom of the page shows the time '27:08' and the 'SportsTG' logo.

3. Create your Note Types here, when creating a number of different note types for your members listing, separate each note type with a comma. The note types will then display in a dropdown menu on the Member Record to allow you to track different information in different categories.

4. Once you've added your Note Types, click **Save**.

Note: Notes are a great way of keeping confidential information about members as only administrators of your organisation can see the information that is placed in Notes.

Related Articles

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