

Setting Up Multiple Subscriptions

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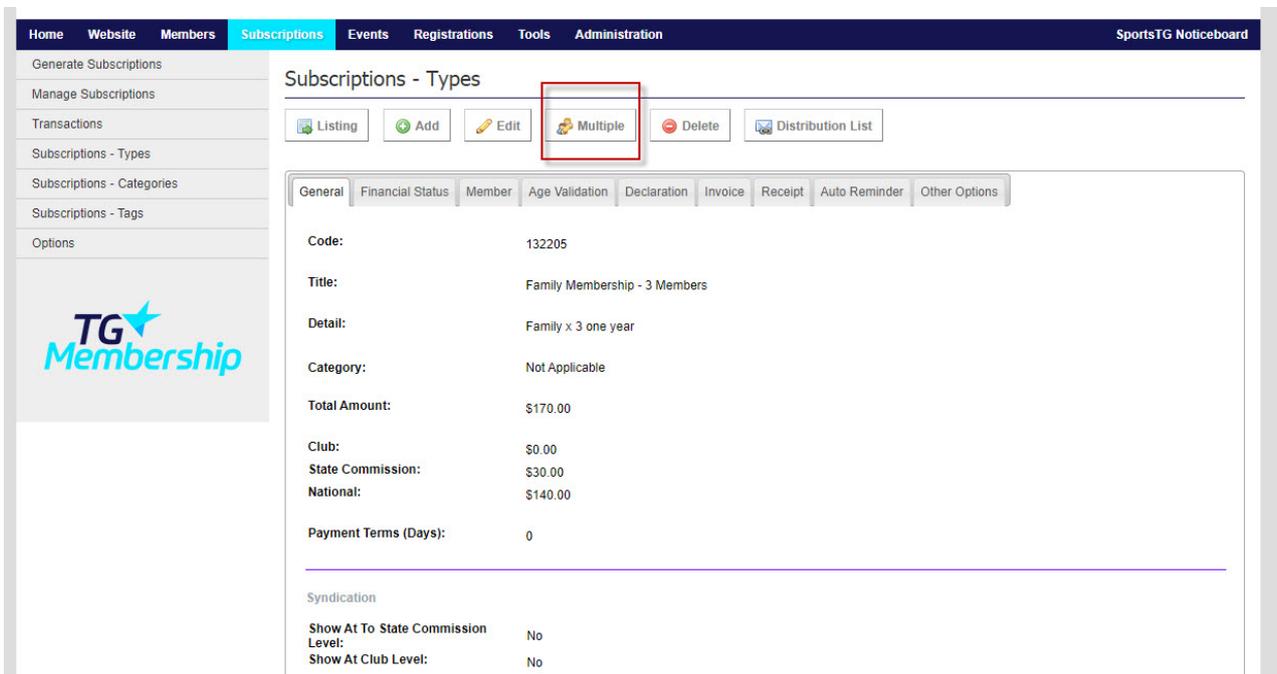
Quick Steps: Subscriptions > Subscription Types > View > Multiple

Multiple Subscription Types allow you to set up Family Memberships that allow 2 to 6 people to register at a reduced or combined rate. This also allows members of the same family to be linked together so that when communicating with them administrators have a main point of contact for each family.

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

2. Select one of your Multiple Subscription Types and click **View**. These Subscription Types should have Multiple and the applicable number of members selected in the MEMBER tab when being created.

3. Click **Multiple** at the top of the page. This button will not display for any Subscription Types that are not set to Multiple.



The screenshot shows the 'Subscriptions - Types' management interface. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Events', 'Registrations', 'Tools', and 'Administration'. The left sidebar contains a menu with options like 'Generate Subscriptions', 'Manage Subscriptions', 'Transactions', and 'Subscriptions - Types'. The main content area shows a list of subscription types with buttons for 'Listing', 'Add', 'Edit', 'Multiple', 'Delete', and 'Distribution List'. The 'Multiple' button is highlighted with a red box. Below the buttons, there are tabs for 'General', 'Financial Status', 'Member', 'Age Validation', 'Declaration', 'Invoice', 'Receipt', 'Auto Reminder', and 'Other Options'. The 'General' tab is active, displaying the following details:

| | |
|-----------------------|-------------------------------|
| Code: | 132205 |
| Title: | Family Membership - 3 Members |
| Detail: | Family x 3 one year |
| Category: | Not Applicable |
| Total Amount: | \$170.00 |
| Club: | \$0.00 |
| State Commission: | \$30.00 |
| National: | \$140.00 |
| Payment Terms (Days): | 0 |

Below the details, there is a 'Syndication' section with the following options:

| | |
|------------------------------------|----|
| Show At To State Commission Level: | No |
| Show At Club Level: | No |

4. Click **Edit**. This will then enable you to define the subscription options open to the members of the family. This screen defines what the member sees, and can select, when registering or renewing in the Members Portal after they have selected a multiple Subscription Type.

The screenshot shows a web application interface with a dark blue header containing navigation links: Home, Website, Members, Subscriptions (highlighted), Events, Registrations, Tools, and Administration. On the right side of the header is 'SportsTG Noticeboard'. A left sidebar contains a list of menu items: Generate Subscriptions, Manage Subscriptions, Transactions, Subscriptions - Types, Subscriptions - Categories, Subscriptions - Tags, and Options. The main content area is titled 'Multiple Options' and contains a form with three rows: 'Title 1: Member 1', 'Title 2: Member 2', and 'Title 3: Member 3'. Below the form are three buttons: 'Edit' (with a pencil icon and highlighted by a red box), 'Validate' (with a person icon), and 'Return' (with a double arrow icon).

- **Title**
- Title of Member shown in Members Portal
- **Options**
- Allows the organisation to define which single subscription type (or types) is available for selection by the member after they select the applicable button. More than one option can be ticked. If this occurs, the member is given more than one option to select in the Portal.
- **Default**
- Used when there is more than one subscription type ticked in the Options (as above). The subscription type selected in the default drop down is automatically selected for the member in the Portal, however the member can choose to change the single subscription type if they wish.

Home Website Members Subscriptions Events Registrations Tools Administration SportsTG Noticeboard

Generate Subscriptions
Manage Subscriptions
Transactions
Subscriptions - Types
Subscriptions - Categories
Subscriptions - Tags
Options



Multiple Options

Save Cancel

Title 1: Member 1

Options 1:

- CMAS membership - 5 years
- Coach + Two years
- Junior
- Junior Earlybird Special
- Life Member
- NEW MEMBERS ONLY - Junior - 6 Months (2nd half of financial year)
- NEW MEMBERS ONLY - Senior - 6 Months
- Senior
- Senior Earlybird Special
- Social Member
- Supporter

Default 1: Select Default

Title 2: Member 2

Options 2:

- CMAS membership - 5 years
- Coach + Two years
- Junior
- Junior Earlybird Special
- Life Member
- NEW MEMBERS ONLY - Junior - 6 Months (2nd half of financial year)
- NEW MEMBERS ONLY - Senior - 6 Months
- Senior
- Senior Earlybird Special
- Social Member
- Supporter

Default 2: Select Default

5. Once you've updated the applicable areas click **Save** and these changes will be reflected on the front end.

Note: Editing a Subscription Type makes those changes live as soon as you click Save. If you want to make changes to a Subscription Type but not allow members to access those changes yet, either wait to make the change or set the Subscription Type to offline until you want them live.

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