

Checklist for your club

Do you only have active memberships to import?*

Yes

No

***Why?**

Except if you have many non-active memberships to import, we advised that you import the member as active and then update their membership status individually in ClubSpark

Do you have Juniors members at your Club?*

Yes

No

***Why?**

The process will be less or more straightforward if the club has already junior membership packages or not

The import process is detailed at the end of [the support guide](#) we've built for you

Are all the juniors in age of receiving communications? * (over 15)

Yes

No

***Why?**

In ClubSpark each Junior must be associated with a parent/main contact... For legal and privacy purposes he/she will be the one receiving the clubs emails - and also managing memberships & bookings

The import process is easier, simply follow [the support guide](#) we've built for you

What process is the best regarding the situation and membership model at your club?

Follow the process in [the support article](#) to upload the club's membership packages one by one in ClubSpark and treat Juniors as adults during the import (they won't need parents associated to them)

Do you have a parent/main contact associated to your juniors?

Yes

No or a Mix

***Why?**

You want to avoid importing junior members without a main contact, as it will be harder to add the main contact in the future and more complicated to renew and manage their memberships...

Follow the process in [the support article](#) to upload the club's membership packages one by one in ClubSpark (for the juniors, their primary contact ID will be the same than the parent)

We strongly advised CDO/TDOs communicate with the clubs letting them know clearly what are the consequences of adding dummy parent IDs* in the future (risk of duplicates, emails not sending, etc.) and tell the club that they should really try to make an effort to get the parents details.

***Process:**

Create a fake parent row for each junior without a parent assigned to it... The club will then have to create an account for the parent once they have the details and merge with the dummy parent imported.