

Using your log on provided by Tennis Australia, please access the log on screen by typing in the following address into your web browser: <http://www.tennis.com.au/mytennis>

Before members can register with your club, the following three procedures need to be completed:

- a. Create a Membership Category
- b. Create the Membership Fees and Assign the Fees to the Membership Category
- c. Define the Membership category period

We will now take you step by step, through each of these procedures:

A: Create a Membership Category

In My Tennis, categories must be defined at the club level in order to associate a fee amount.

1. To create membership categories, select the **Manage Categories** menu option on the left hand side of the screen.
2. The first screen displays all the categories currently listed in the system. To add a category, select **Add Categories**.
3. In the **Category Name** field enter the name of the category. A description is not required, but is used as a record of the category you are adding.
4. Is your Membership Category current for the membership year? If it is current, then leave '**Is Category Inactive**' as '**No**'. If, however, the category is no longer being used, set the '**Is Category Inactive**' function to '**Yes**'.
5. Select the **State Category** (fee level) from the drop down box, which is specific to the club membership category being added. Then select the **Add** button.

*Note: If a club has more than one membership category, please repeat steps 3, 4 and 5 until all membership categories have been named.

B: Create Membership Fees & Assign fees to each Membership Category

You are required to define the fees for each membership category. This is done via a two step process:

First: Creating membership fees – “Fee Maintenance”.

Second: Assigning the fees associated with each member category that you have just created – “Fee Assignment”.

Once finished, you can view all your fees defined in the system by clicking on “**View List Fees**”.

(i) The first step is to create the membership fee(s).

1. Select **Manage Fees** option on the left hand side menu bar. This defines the fees for each membership category via a two step process (firstly, adding the fee; and secondly, assigning the fees associated with each member category).
2. Select the **Fees Maintenance** button.
3. Select Classification to **Memberships** using the drop down box.

Shown here are all the fees currently listed (or defined) in the system. If this is the first time you are adding fees, there will be none shown.

To add a fee, select **Add Fee**.

4. In the **Fee Type** field enter a description of the fee. For example, membership fee, administration fees, maintenance fees, etc.

*Note: You may only have one fee type for a specific category – if this is the case you may wish to name your *fee type* the same as your *category name*.

5. In the **Amount** field enter the amount for each fee, and then select **Submit**.

*Note: If your club has more than one fee type, please repeat steps 3, 4 & 5 until all fees are defined to the system.

(ii) The second step is to assign the fee(s) required for each specific membership category.

*Note: Select the **back** button at the bottom of the page to return to the *Manage Fees* menu or simply select “Manage Fees” from the menu tab on the left hand side.

6. Select **Fees Assignment**.
7. Set the **Classification** to **Memberships** (use the drop down box to select).
8. Select the **Membership Category** to which you would like to assign the fees (use the drop down box to select).
9. Select (or tick) all relevant club fees associated with this membership category. This can be one or multiple fee types and must be done for each *Membership Category* you have created.

*Note: You will notice that the state association fees are already listed. You will also see the totaled amount for that membership category displayed for verification at the bottom of the page. **“This is the amount the system will charge. The total amount includes the relevant state fee”**

10. Select the **Update** button to confirm the fee assignment.

Please note that you will need to assign the relevant fees to each category. Once you have selected all the relevant fee boxes for an individual category, each time select **Update**. This will ensure that the information is saved into the system.

*Note: To repeat process, select **Category** at the top of the page, then select **Next**.

C. Membership Category Period

It is necessary to create a Membership Period for each membership category that you have created. This provides each membership category with valid dates for membership registration and defines the time period in which the membership is active/valid.

1. Select **Manage Memberships**. The first screen displays all the membership periods currently listed in the system.
2. To add a Membership Period, select the **Add Membership** button.
3. In the **Membership Year** field enter the membership period. For example, add either 2009/2010 or 2010 depending on your year, financial or calendar.
4. Enter the **Membership Type**. *This is usually the same as the *Category Name*.
5. Select the **Membership Category** which will be displayed for the member or the administrator to select during registration process (use the drop down box to select).
6. Enter the dates for the *Membership Period* (use the drop down boxes to select).
7. Enter the dates for the *Registration Period*. This allows members to register for that membership category. To finish, select **Submit**.

*Note: If required, repeat steps 3 to 7 until all membership categories have been assigned membership periods.

Welcome to My Tennis.