

### Adding a New Member

In this document we will show you how to add a new member to your club.

1. Select the **'Member processing'** and then select **'View Members'** tab from the left hand menu
2. Click on the **'Add Member'** button at the bottom of the screen
3. You will now be required to add member details in the section titled **'Detailed Search'**. Within this section you will be required to know the members:
  - First Name
  - Last Name
  - Address
  - City (Suburb)
  - Post Code
  - State
  - Country
  - Gender and
  - Date of Birth
4. Once all details are entered, click on the **'Check for Member'** button at the right of the screen. This will ensure that you will not be creating a duplicate profile for the player by searching the database for potential matches.

If the member has not been registered before, a red message will appear at the top of the screen stating **"Member not found in My Tennis"**.

5. You then need to select a membership type for the new member by using the drop down box at the top of the screen.
6. Once you have selected your membership type select the **'Continue'** button at the bottom of the screen
7. The fees will then be displayed for the membership. This includes both the association and club fee. If the fees displayed are correct select **'Continue'**

You will now need to complete the remaining member details.

8. The following details must be entered before you are able to continue:
  - Select a **salutation** from the dropdown box
  - Select the appropriate **gender**
  - Enter and confirm a **password**. The password must be 8 characters in length. This will be the password required by the member if they wish to use their online profile.
  - Enter a **residential address** and select **'Check Address'**. The address must be verified before you can proceed. Select the appropriate address and click on the **'Select Correct Address'** button.
  - Enter a **home phone number**. Please note this must include the area code with no spaces between digits
    - Enter a **mailing address**. **Important:** If the mailing address is the same as the residential address, you can select the tick box **'Same as My Residential Address'**. The details will then be added for you and the address doesn't need to be checked.
    - If the mailing address is different you will need to select **'Check Address'** so it can be verified.
  - Select a **preferred contact method** of contacting the member

## Tutorial 3 – Adding a new member



9. Once all of the above details have been entered select the '[Continue](#)' button at the bottom of the screen. The payment screen will now be displayed.
10. Select '[Pay by Cheque, Cash or EFT](#)'
11. Enter the payment amount and select '[Post Payment](#)'. The members receipt will then be displayed on the screen. If an email address was entered in the players profile then a copy of this receipt will be automatically emailed to them.

You have now successfully entered a New Member.