

### Adding a Non-Primary Member

**Definition:** A member of your club can only be deemed a Non Primary club member, if they are already registered with another club for the same membership year.

#### Step 1 – searching for your players profile

1. To add a non primary member select the [Member processing](#) and then select 'view/add members' tab from the left hand menu.
2. Select the 'Add Member' button from the bottom of the screen.
3. Add the members My Tennis ID, First name and last name.
4. Then select 'Quick search' from the right hand side of the screen, the easiest way to add a non primary member. If you don't have the members My Tennis ID you will need to use the detailed search filling out:
  - First name, Last name, Address, City, Post Code, State, Country, Gender, Date of Birth
5. Fill in as many fields as possible and then select 'Check for Member' on the right hand side of the screen
6. If a potential match is found the results will be displayed at the bottom of the screen. Click 'select' to go to their profile and add the member. If there is no match, the error message '**Member not found in My Tennis. Click Continue to add this member.**' Will appear, please contact your state association if this is the case.

#### STEP 2 - Adding the non primary player

1. Ensure all details are correct or update where necessary. The residential address and mailing address must both be validated before you can proceed. Select 'Update' at the bottom
2. If the update is successful 'Member Updated' will be displayed at the top of the screen.
3. Select the red 'Renew the Member' button located at the top of the players' profile.
4. From the drop down box select which membership the player has purchased.
5. The fee will then be displayed for the membership. At this point you may notice that the state fee isn't included in the price as the member has already been registered with another club in that membership year.
6. If this is correct select 'continue'.
7. Select 'Pay by Cheque or Cash'.
8. Type the amount paid and select 'Post Payment'.

## *Tutorial 4 – Adding a non-primary member*



9. The [members receipt](#) will then be displayed on the screen. If an email address is entered in the players' profile the receipt will be emailed to them instantly.

You have [now successfully added a non primary member](#).