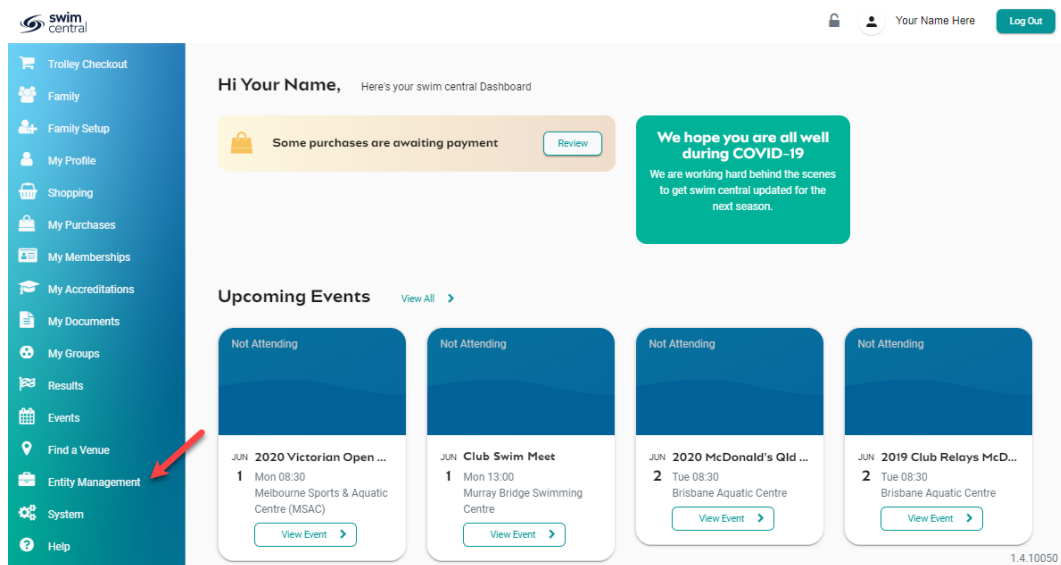


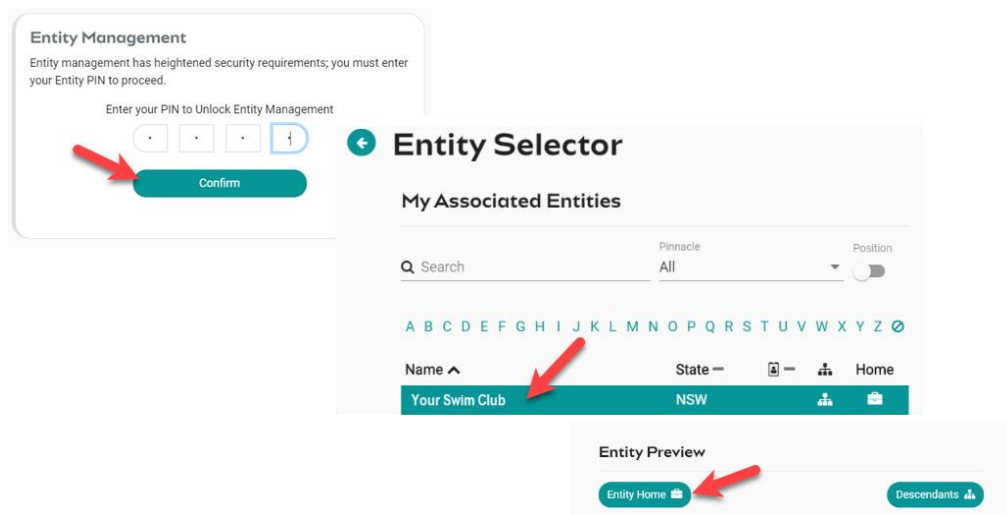
HOW TO TURN ON MEMBERSHIP PRODUCTS FOR PURCHASE

This help guide is for Club Administrators to turn on membership products that have been created and make them available for purchase by members from the Club product catalogue.

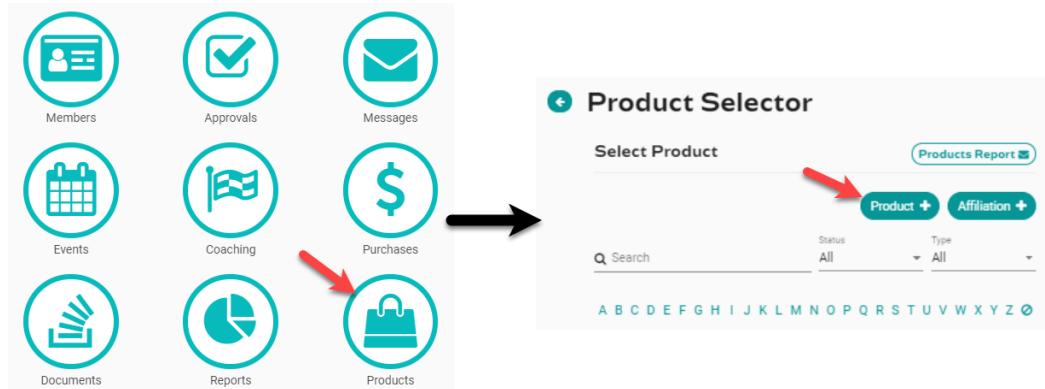
From your home screen, select **Entity Management**



Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.

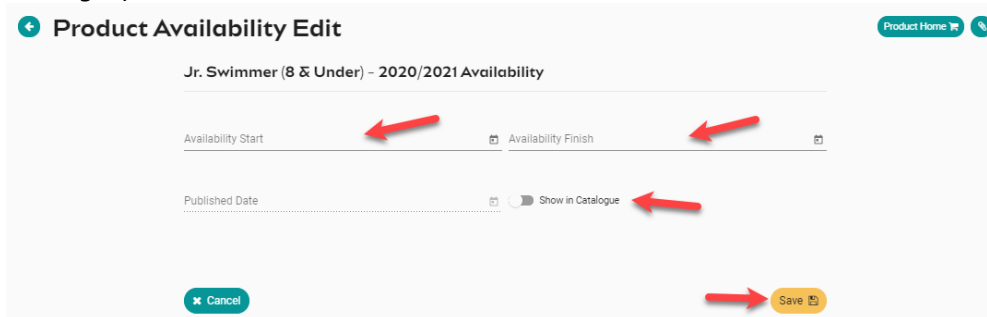


Access the *Product Selector* by clicking on the **Product** icon in your entity home. Here you can view a list of your Club's current and expired products.



Publish each product individually following the steps below:

- Select the product you wish to make available from the product selector list on the left and then select **Product Home** on the right
- From the product's *Product Home* screen, select the **Availability** button.
- Enter the **Availability Start** as first date that someone could purchase this product (e.g. today's date – or whatever date you open registration)
- Enter the **Availability Finish** as the last date that someone could purchase this product (e.g. end of season date)
- Toggle **ON** the **Show in Catalogue** field if you want this membership product to show in your Product Catalogue. *You may wish to leave that toggled off in certain circumstances (e.g. a Life Member membership product would not be something that the member would select but something the club would provide to them and therefore you would not publish it in your catalogue).*



- Select **Save**

Once your product is made 'Available' or 'Published', you will no longer be able to edit it. To confirm the product has been set up and is available for purchase, go back to your *Product Selector* list. A green tick ✓ should appear next to the product if you have made it available successfully.