



Creating Club Memberships

Clubs can create and manage your Memberships via your Administration access. You will first need to create a Financial Period and then your Membership Categories.

Creating a Financial Period

Clubs will first need to setup their Financial Period as this is required to allocate each Membership Categories.

Note: Clubs can have multiple Financial Periods active at the same time, for example, if you want to open your 2023 Club Memberships for registration in December while your 2022 Club memberships are still active you will be able to.



To create the Financial Period, click Financial Period > Add period. Then you will need to set a Name for the Membership year, e.g. 2023, create To and From dates which will be the dates that the membership year is applicable for. You will need to then mark as Active or leave unmarked to be Inactive.

Note: Clubs will be able to set the dates as they require, e.g. calendar year, financial year, constitutional year

Ride. Race. Enjoy.

ABN 83 057 830 083

Office 38 1 International Drive West Meadows Victoria 3043 Australia

P.O. Box 2162 Gladstone Park Victoria 3043

Tel: (03) 9684 0500 E: mail@ma.org.au www.ma.org.au

International **Tel: +61 3 9684 0500**

The national body of motorcycle sport in Australia affiliated to the Federation Internationale de Motocyclisme [F.I.M]





Membership year e.g. 2024 or 2024/2025 From Date 1/1/2023 To Date 31/12/2023 Active

Create a Club Membership Category

Manage Club - Toowoomba Motocross Club

From the Club Administration page, Select Categories > Add Category

Details Members Financial Period Categories Membership Q's Terms 8 Policies Vendors Products Categories Category Name: Search Membership Americal Period Categories Vendors Vendors Vendors Vendors ADD CATEGORY +

Next,

- o Allocate the Membership Year: e.g. 2022, and
- Allocate the National Category: e.g. Junior/Family/Senior, etc...
- Complete the Club Category: the name Members will see when choosing a membership
- Add a Description: e.g. any details the Club wants to provide for the specific membership
- Set Visible From and To Dates: These are the dates when Members will be able to see and purchase the Memberships online and purchase NOTE: The Visible FROM and TO dates only show when the memberships will be available for purchase, not the valid dates of the memberships themselves (this is linked to the Financial Year)
- Period Type: nominate if your members are set to a Fixed Period, (e.g. 12 months), Pro Rata or Rolling
- Set Cost
- Mark as Active: keep unmarked if wanting to keep in Inactive until a later date

Ride. Race. Enjoy.

ABN 83 057 830 083

Office 38 1 International Drive West Meadows Victoria 3043 Australia

P.O. Box 2162 Gladstone Park Victoria 3043

Tel: (03) 9684 0500 E: mail@ma.org.au www.ma.org.au

International **Tel: +61 3 9684 0500**

The national body of motorcycle sport in Australia affiliated to the Federation Internationale de Motocyclisme [F.I.M]





Ride. Race. Enjoy.

ABN 83 057 830 083

Office 38 1 International Drive West Meadows Victoria 3043 Australia

P.O. Box 2162 Gladstone Park Victoria 3043

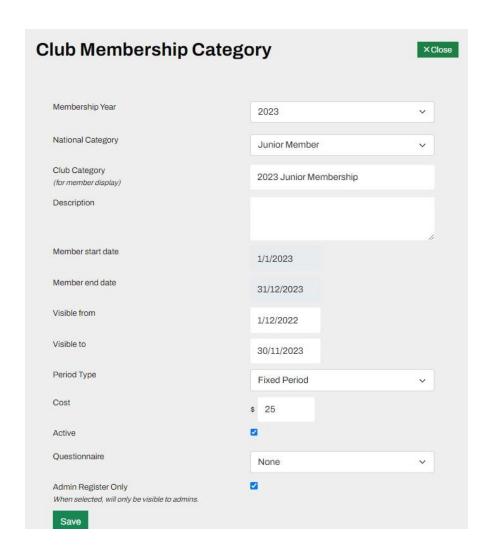
Tel: (03) 9684 0500 E: mail@ma.org.au www.ma.org.au

International **Tel: +61 3 9684 0500**

The national body of motorcycle sport in Australia affiliated to the Federation Internationale de Motocyclisme [F.I.M]



- Add a Questionnaire: this is optional, only use if Club wants to set Questions linked to your Club membership
- Admin Register Only: if you have a membership type that you do not want visible for members to select themselves and can only be allocated by the Club Administrators (e.g. Life Membership) select this option.
- Save



Complete the process for the remaining Club Membership Categories you want to create.

You can Edit the Categories at any time until a membership has been sold, just click 'Edit' to update. Once a membership has been sold you cannot edit that membership.

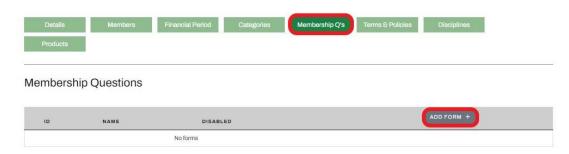
NOTE: Please ensure you only have the appropriate Categories ACTIVE to avoid confusion for Members and Administrators.



Membership Questionnaire

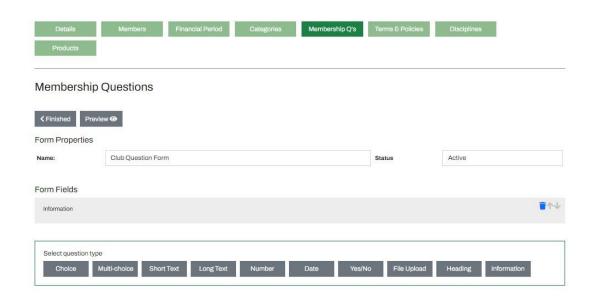
Questionnaires can be created and set if a Club has any specific questions for their Members relating to their set Categories

Select Membership Q's > Add Form



Clubs will be able to Name each questionnaire and set as Active or Inactive as they need. Within each questionnaire Clubs have the option to add the following fields as question types:

- Single or Multi-choice
- Short/Long Text
- Number
- Date
- Yes/No
- File Upload



Questions will be available for specific sorting and ordering, as well as Preview prior to publishing.

Ride. Race. Enjoy.

ABN 83 057 830 083

Office 38 1 International Drive West Meadows Victoria 3043 Australia

P.O. Box 2162 Gladstone Park Victoria 3043

Tel: (03) 9684 0500 E: mail@ma.org.au www.ma.org.au

International **Tel: +61 3 9684 0500**

The national body of motorcycle sport in Australia affiliated to the Federation Internationale de Motocyclisme [F.I.M]





Clubs Terms & Conditions

Clubs will have the ability to include any Club specific Terms and Conditions that they may require members to accept as part of the Club Membership process.

Go to Terms & Conditions > Add Content

Manage Club - Toowoomba Motocross Club

Details	Members	Financial Period	Categories	Membership Q's	Terms & Policies	Vendors
Products						
Terms & Po	lisiaa					
ieiiis o Fu	nicies					
ieillis & FC	olicies					

Select the Type of Terms Content: e.g. Membership T & C **Set the Effective Date and copy in the Content:** This can be edited and updated whenever required.

Ride. Race. Enjoy.

ABN 83 057 830 083

Office 38 1 International Drive West Meadows Victoria 3043 Australia

P.O. Box 2162 Gladstone Park Victoria 3043

Tel: (03) 9684 0500 E: mail@ma.org.au www.ma.org.au

International Tel: +61 3 9684 0500

The national body of motorcycle sport in Australia affiliated to the Federation Internationale de Motocyclisme [F.I.M]



Supported by





Ride. Race. Enjoy.

ABN 83 057 830 083

Office 38 1 International Drive West Meadows Victoria 3043 Australia

P.O. Box 2162 Gladstone Park Victoria 3043

Tel: (03) 9684 0500 E: mail@ma.org.au www.ma.org.au

International Tel: +61 3 9684 0500

The national body of motorcycle sport in Australia affiliated to the Federation Internationale de Motocyclisme [F.I.M]



Supported by



