



MOTORCYCLING AUSTRALIA

Ride. Race. Enjoy.

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



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# RIDER NET

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## 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.



### Financial Period

MEMBERSHIP YEAR	FROM DATE	TO DATE	ACTIVE	ADD PERIOD +
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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



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## Club Finance Period

X Close

Membership year  
e.g. 2024 or 2024/2025

2023 Membership Year

From Date

1/1/2023

To Date

31/12/2023

Active

Save

### Create a Club Membership Category

From the Club Administration page, **Select Categories > Add Category**

#### Manage Club - Toowoomba Motocross Club



#### Categories

Category Name:

Search

MEMBERSHIP NAME	START DATE	END DATE	VISIBLE FROM	COST	ACTIVE	ADD CATEGORY +
-----------------	------------	----------	--------------	------	--------	----------------

Next,

- **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

- **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**

### Club Membership Category ✕ Close

Membership Year	<input type="text" value="2023"/>
National Category	<input type="text" value="Junior Member"/>
Club Category <small>(for member display)</small>	<input type="text" value="2023 Junior Membership"/>
Description	<div style="border: 1px solid #ccc; height: 30px;"></div>
Member start date	<input type="text" value="1/1/2023"/>
Member end date	<input type="text" value="31/12/2023"/>
Visible from	<input type="text" value="1/12/2022"/>
Visible to	<input type="text" value="30/11/2023"/>
Period Type	<input type="text" value="Fixed Period"/>
Cost	\$ <input type="text" value="25"/>
Active	<input checked="" type="checkbox"/>
Questionnaire	<input type="text" value="None"/>
Admin Register Only	<input checked="" type="checkbox"/>
<small>When selected, will only be visible to admins.</small>	
<span style="background-color: #2e7d32; color: white; padding: 5px 10px; border-radius: 3px;">Save</span>	

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.

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## 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

[Details](#)
[Members](#)
[Financial Period](#)
[Categories](#)
[Membership Q's](#)
[Terms & Policies](#)
[Disciplines](#)

[Products](#)

#### Membership Questions

ID	NAME	DISABLED	ADD FORM +
No forms			

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

[Details](#)
[Members](#)
[Financial Period](#)
[Categories](#)
[Membership Q's](#)
[Terms & Policies](#)
[Disciplines](#)

[Products](#)

#### Membership Questions

[< Finished](#)
[Preview](#)

##### Form Properties

Name: 
 Status:

##### Form Fields

Information 🗑️ ⬆️ ⬇️ ⬆️ ⬇️

Select question type

[Choice](#)
[Multi-choice](#)
[Short Text](#)
[Long Text](#)
[Number](#)
[Date](#)
[Yes/No](#)
[File Upload](#)
[Heading](#)
[Information](#)

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

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## 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 & Policies

TYPE	EFFECTIVE DATE	CREATED	LAST UPDATED	ADD CONTENT +
------	----------------	---------	--------------	---------------

**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.

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AUSTRALIA

## Club Terms Content

X Close

Type

Club - Membership T & C  
Club - Membership T & C

Content

Source [Icons] [Search] [Undo] [Redo] [Bold] [Italic] [Underline] [Strikethrough] [Text Color] [Background Color] [List] [Link] [Image] [Table] [Smiley] [Omega] [Help] [Styles] [Format] [Font] [Size] [A-] [A+] [Print] [Help]

body p

Save

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