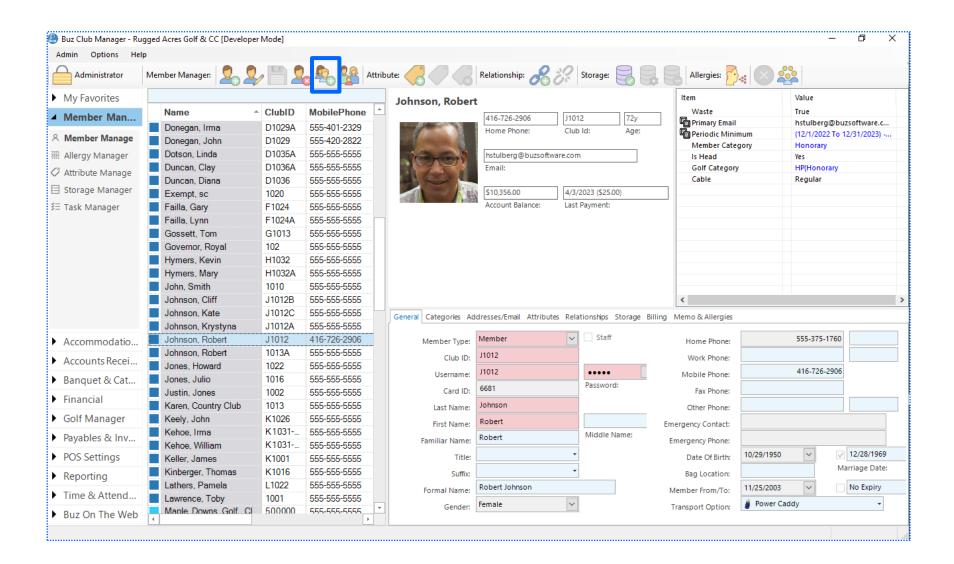




Member Manager

Add a Dependent Member

### Add a Dependent Member





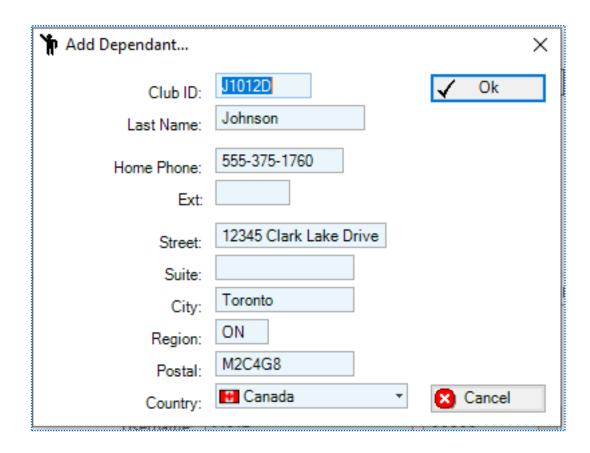


#### Add a Dependent Member

Dependent members are typically family members of the Group Head. When a dependent member charges a purchase at point of sale, the resultant invoice will be charged to the Group Head's account. When a dependent member makes a payment on account, the payment will be credited to the Group Head.

To add a dependent member, click on the Add Dependent button on the tool bar.

## Add a Dependent Member





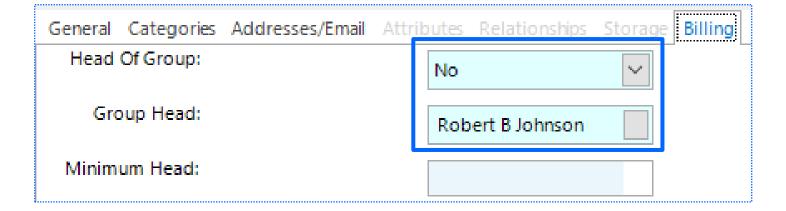


#### Add a Dependent Member

The 'Add Dependent' form will load. The ClubID field will be prepopulated with the ClubID of the Group Head plus a letter suffix. In the example, the letter D was added because there are already three other dependent members attached to the Group Head with suffixes A to C.

Complete the form and click the OK button. You will be returned to the General tab to complete the rest of the dependent member's information.

# Add a Dependent Member



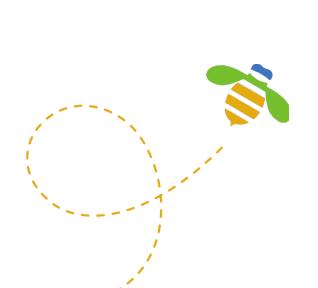




### Add a Dependent Member

The Billing tab will be pre-populated with the Head of Group set to No and the correct name of the Group Head.

Once you complete all required information, click the Save button on the tool bar.





For more from the Buz Learning Center, or to learn more about Buz Club Software, check out our website:

buzsoftware.com