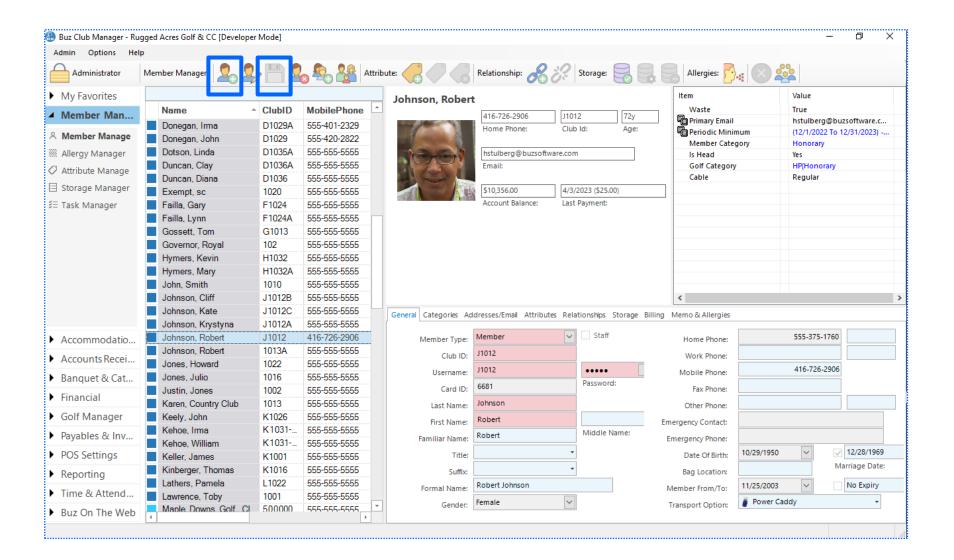


Member Manager

Add a Member







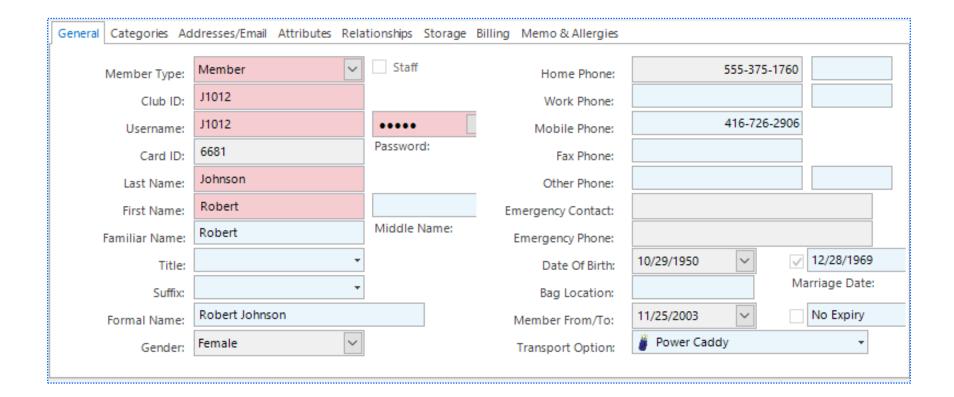
Add Members

To add a member, launch the Member Manager and click on the Add Member Icon, which is highlighted in blue on the tool bar. That will enable the eight tabs in the Member Editor.

Complete the General, Categories, Addresses/Email and Billing tabs and then click the Save button on the tool bar.

Only the mandatory fields (highlighted with a different background color), are required, to save the member record.

Once you save a member record, you can edit it by clicking on the Edit icon on the tool bar.





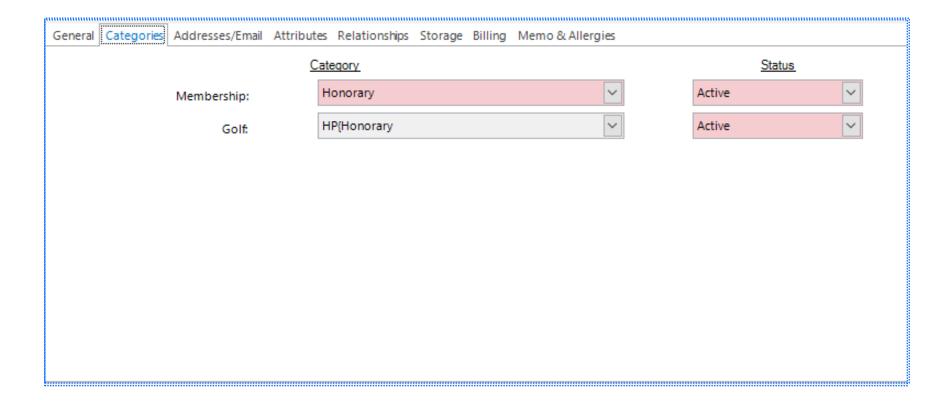


General Tab

When completing the General Tab, please note the following:

The default Member Type is Member.
There are six other member types that can be used to characterize the person in the database. These include Guest (Golf), Reciprocal (Reciprocal Club), Visitor (Non-Member), Green Fee (Golf), Hotel Guest (Accommodations) and Cash Customer.

The Expiry checkbox in Member From/To can be used to set an automatic termination date for the member.



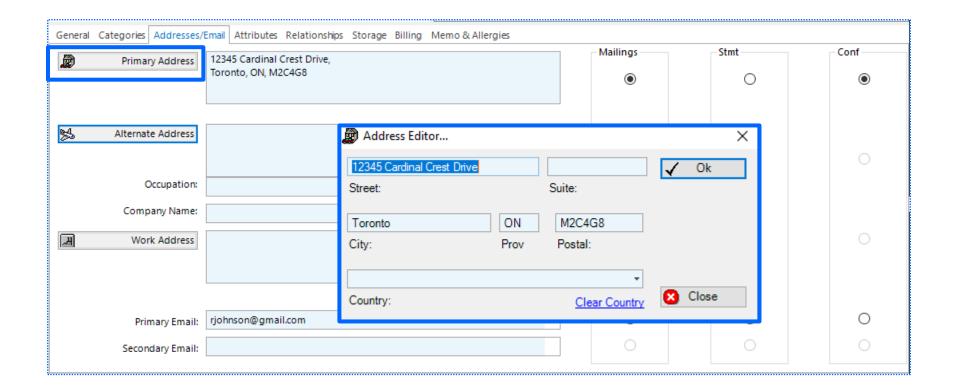




Categories Tab

The Categories tab displays the member's member category and member status. If the club uses the tee time system, the golf category and status are also displayed.

The creation and management of categories is documented in the section of the reference guide dealing with Member Manager Configuration and Golf Manager Configuration.







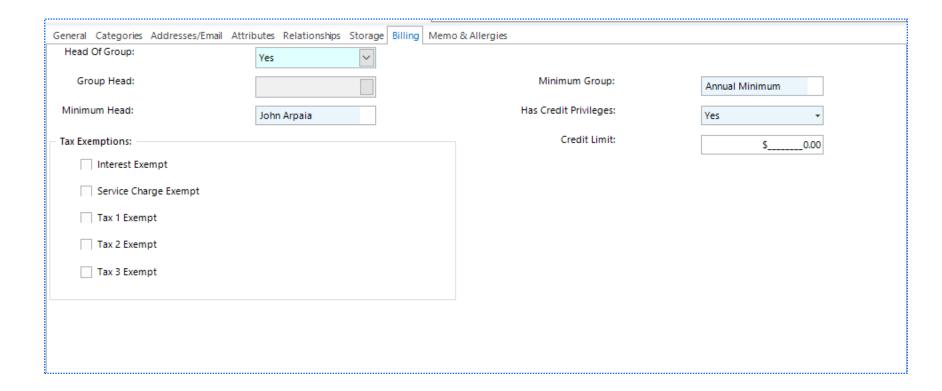
Addresses/Email

The Addresses/Email tab contains up to three mailing addresses and 2 email addresses for each member.

To add or edit an address, you must be in add or edit mode. Click on the button to the left of the address to launch the Address Editor, Complete the form and then click the Close button. Note that the Alternate Address supports using a range of dates for the address.

The three columns with radio buttons can be used to designate where regular mailings, statements and confidential mails are to be sent.

Addresses/Email information will be saved by clicking on the Save button on the tool bar.







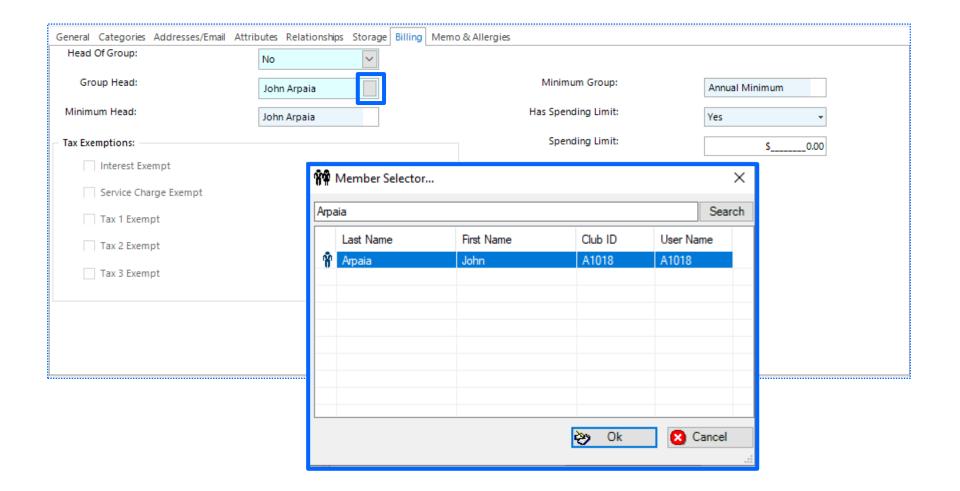
Billing Tab

The Billing tab contains essential information for billing.

If the person is the head of the family (which is called Head of Group in Buz), set the value to Yes.

If the person is a secondary or dependent member, follow these steps.

First, set the value to for Head of Group to No.



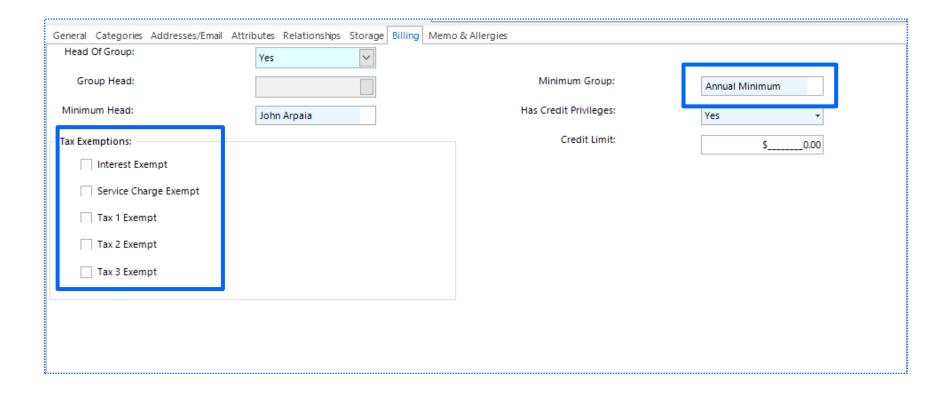




Select Group Head & Minimum Head

Next, click on the button to the right of the Group Head to launch the Member Selector. Search for the Group Head by last name, first name or ClubID. Click on the desired name in the list and click the OK button at the bottom of the form.

Next set the MinimumHead, who is the member who will be billed for unspent minimums. By default, the Minimum Head will be set to the Group Head.





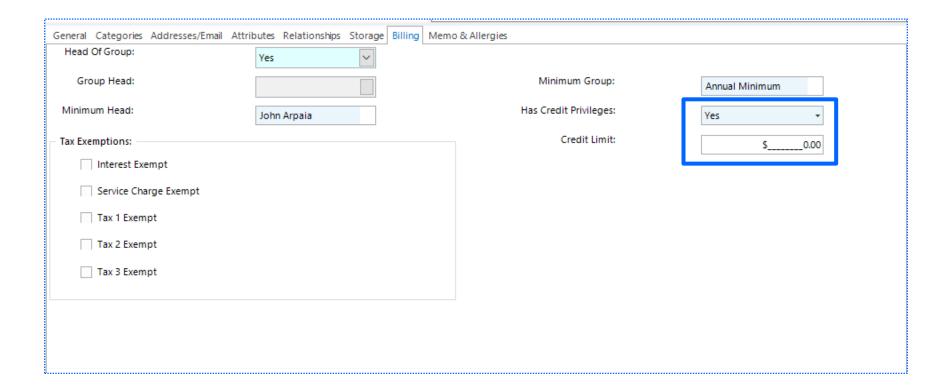


Exemptions and Minimums

If the member is exempt from Interest or Late Payment Charges, Service Charge or Taxes, check the applicable boxes.

If the club enforces minimum spending, click on the button to the right of Minimum Group, select the group and then click the Close button.

Billing Tab







Credit Privileges

By default, the Head of Group will have Credit Privileges set to Yes and the Credit Limit set to zero, which means that there is no credit limit.

You can deny credit privileges by changing Has Credit Privileges to No and you can set a credit limit by entering the dollar value of the credit limit.

For Dependent members, you can set a monthly spending limit.

These settings will be enforced at point-of-sale.



For instructions on tabs for Attributes, Relationships, Storage and Memos and Allergies, please checkout the Specialty Tabs video.