



Member Manager

Add a Member

Add a Member



Buz Club Manager - Rugged Acres Golf & CC [Developer Mode]

Admin Options Help

Administrator Member Manager      

Attribute:  Relationship:  Storage:  Allergies: 

My Favorites

Member Manager

Member Manage

Allergy Manager

Attribute Manager

Storage Manager

Task Manager

Accommodation Manager

Accounts Receivable

Banquet & Catering

Financial

Golf Manager

Payables & Invoices

POS Settings

Reporting

Time & Attendance

Buz On The Web

Name	ClubID	MobilePhone
Donagan, Irma	D1029A	555-401-2329
Donagan, John	D1029	555-420-2822
Dotson, Linda	D1035A	555-555-5555
Duncan, Clay	D1036A	555-555-5555
Duncan, Diana	D1036	555-555-5555
Exempt, sc	1020	555-555-5555
Failla, Gary	F1024	555-555-5555
Failla, Lynn	F1024A	555-555-5555
Gossett, Tom	G1013	555-555-5555
Governor, Royal	102	555-555-5555
Hymers, Kevin	H1032	555-555-5555
Hymers, Mary	H1032A	555-555-5555
John, Smith	1010	555-555-5555
Johnson, Cliff	J1012B	555-555-5555
Johnson, Kate	J1012C	555-555-5555
Johnson, Krystyna	J1012A	555-555-5555
Johnson, Robert	J1012	416-726-2906
Johnson, Robert	1013A	555-555-5555
Jones, Howard	1022	555-555-5555
Jones, Julio	1016	555-555-5555
Justin, Jones	1002	555-555-5555
Karen, Country Club	1013	555-555-5555
Keely, John	K1026	555-555-5555
Kehoe, Irma	K1031...	555-555-5555
Kehoe, William	K1031...	555-555-5555
Keller, James	K1001	555-555-5555
Kinberger, Thomas	K1016	555-555-5555
Lathers, Pamela	L1022	555-555-5555
Lawrence, Toby	1001	555-555-5555
Manle, Downs, Golf, CC	500000	555-555-5555

Johnson, Robert

416-726-2906 Home Phone: J1012 Club ID: 72y Age:

hstulberg@buzsoftware.com Email:

\$10,356.00 Account Balance: 4/3/2023 (\$25.00) Last Payment:

Item Value

Waste True

Primary Email hstulberg@buzsoftware.c...

Periodic Minimum (12/1/2022 To 12/31/2023) ~...

Member Category Honorary

Is Head Yes

Golf Category HP(Honorary

Cable Regular

General Categories Addresses/Email Attributes Relationships Storage Billing Memo & Allergies

Member Type: Member ☐ Staff

Club ID: J1012

Username: J1012 Password:

Card ID: 6681

Last Name: Johnson

First Name: Robert

Familiar Name: Robert Middle Name:

Title:

Suffix:

Formal Name: Robert Johnson

Gender: Female

Home Phone: 555-375-1760

Work Phone:

Mobile Phone: 416-726-2906

Fax Phone:

Other Phone:

Emergency Contact:

Emergency Phone:

Date Of Birth: 10/29/1950 ☒ 12/28/1969

Bag Location:

Marriage Date:

Member From/To: 11/25/2003 ☐ No Expiry

Transport Option: Power Caddy

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.

Add a Member



General				Categories	Addresses/Email	Attributes	Relationships	Storage	Billing	Memo & Allergies
Member Type:	Member	☐ Staff	Home Phone:	555-375-1760						
Club ID:	J1012		Work Phone:							
Username:	J1012	•••••	Mobile Phone:	416-726-2906						
Card ID:	6681	Password:	Fax Phone:							
Last Name:	Johnson		Other Phone:							
First Name:	Robert		Emergency Contact:							
Familiar Name:	Robert	Middle Name:	Emergency Phone:							
Title:			Date Of Birth:	10/29/1950	☒ 12/28/1969					
Suffix:			Bag Location:		Marriage Date:					
Formal Name:	Robert Johnson		Member From/To:	11/25/2003	☐ No Expiry					
Gender:	Female		Transport Option:	Power Caddy						

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.

Add a Member



General

Categories

Addresses/Email

Attributes

Relationships

Storage

Billing

Memo & Allergies

	Category	Status
Membership:	Honorary	Active
Golf:	HP(Honorary	Active

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.

Add a Member



The screenshot shows the 'Addresses/Email' tab in a software interface. The 'Primary Address' is highlighted with a blue box. An 'Address Editor...' dialog box is open, showing fields for Street, Suite, City, Prov, Postal, and Country. The 'Ok' button is highlighted with a blue box.

General	Categories	Addresses/Email	Attributes	Relationships	Storage	Billing	Memo & Allergies
Primary Address 12345 Cardinal Crest Drive, Toronto, ON, M2C4G8 Alternate Address Occupation: Company Name: Work Address Primary Email: rjohnson@gmail.com Secondary Email:							
		Mailings		Stmt		Conf	

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.

Add a Member



General Categories Addresses/Email Attributes Relationships Storage **Billing** Memo & Allergies

Head Of Group: ☒ Yes

Group Head: ☐

Minimum Head:

Minimum Group:

Has Credit Privileges: ☒ Yes

Credit Limit:

Tax Exemptions:

- ☐ Interest Exempt
- ☐ Service Charge Exempt
- ☐ Tax 1 Exempt
- ☐ Tax 2 Exempt
- ☐ Tax 3 Exempt

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.

[illegible]

Add a Member



General Categories Addresses/Email Attributes Relationships Storage **Billing** Memo & Allergies

Head Of Group: Yes

Group Head: [Empty]

Minimum Head: John Arpaia

Tax Exemptions:

- ☐ Interest Exempt
- ☐ Service Charge Exempt
- ☐ Tax 1 Exempt
- ☐ Tax 2 Exempt
- ☐ Tax 3 Exempt

Minimum Group: Annual Minimum

Has Credit Privileges: Yes

Credit Limit: \$_____0.00

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



General Categories Addresses/Email Attributes Relationships Storage **Billing** Memo & Allergies

Head Of Group: Yes

Group Head: [Empty]

Minimum Head: John Arpaia

Minimum Group: Annual Minimum

Has Credit Privileges: Yes

Credit Limit: \$ 0.00

Tax Exemptions:

- ☐ Interest Exempt
- ☐ Service Charge Exempt
- ☐ Tax 1 Exempt
- ☐ Tax 2 Exempt
- ☐ Tax 3 Exempt

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.



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