

# Student Group Guides: Memberships

## How to create a membership type

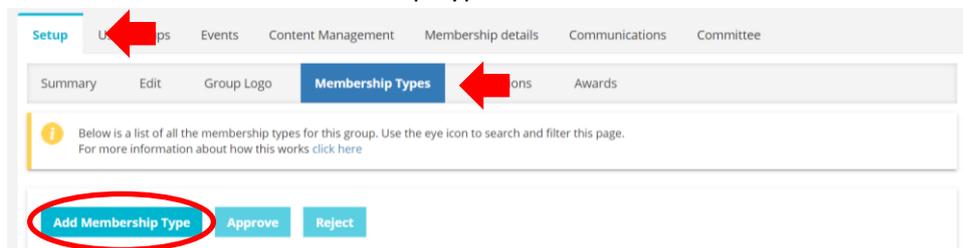
- Go to your Dashboard



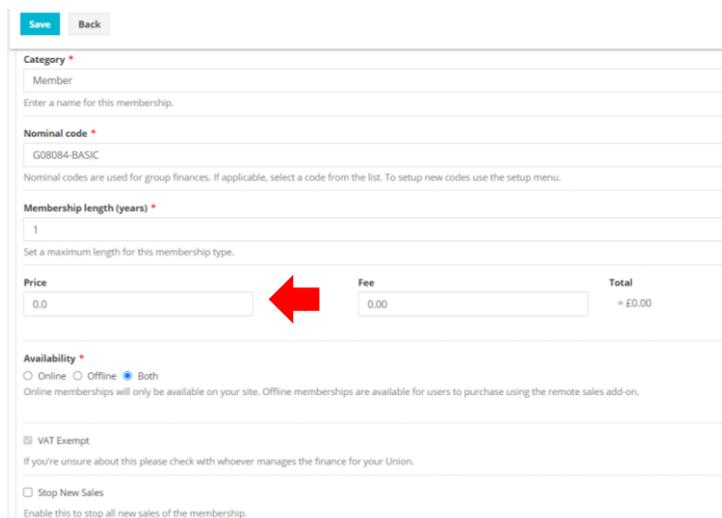
- Click on "Edit" in the "Configure Group" tile



- Click on "Setup" in the blue bar
- Click on "Membership Types" underneath
- Click on the "Add Membership Type"



- Fill in the necessary details. DO NOT CHANGE YOUR NOMINAL CODE
- If you want to charge members for their memberships, enter the cost of membership in the 'Price' section. DO NOT CHANGE THE FEE



**Save** **Back**

**Category \***  
Member  
Enter a name for this membership.

**Nominal code \***  
G08084-BASIC  
Nominal codes are used for group finances. If applicable, select a code from the list. To setup new codes use the setup menu.

**Membership length (years) \***  
1  
Set a maximum length for this membership type.

Price	Fee	Total
0.0	0.00	= E0.00

**Availability \***  
 Online  Offline  Both  
Online memberships will only be available on your site. Offline memberships are available for users to purchase using the remote sales add-on.

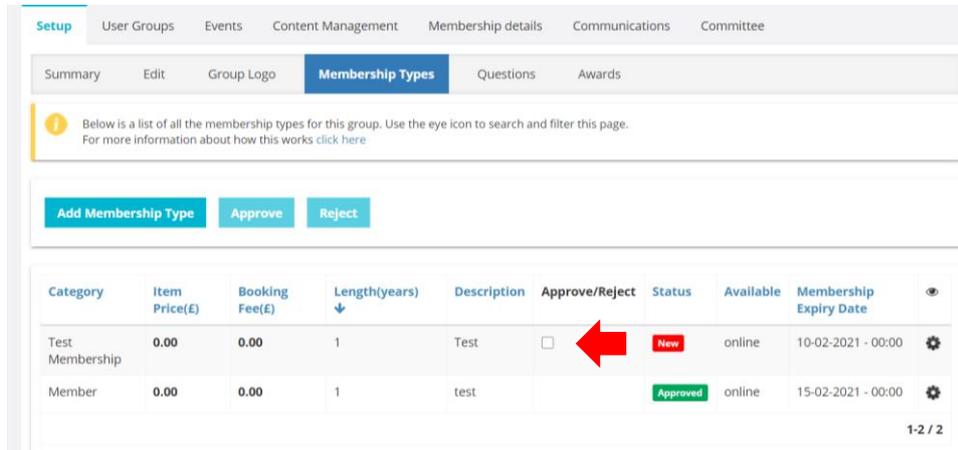
VAT Exempt  
If you're unsure about this please check with whoever manages the finance for your Union.

Stop New Sales  
Enable this to stop all new sales of the membership.

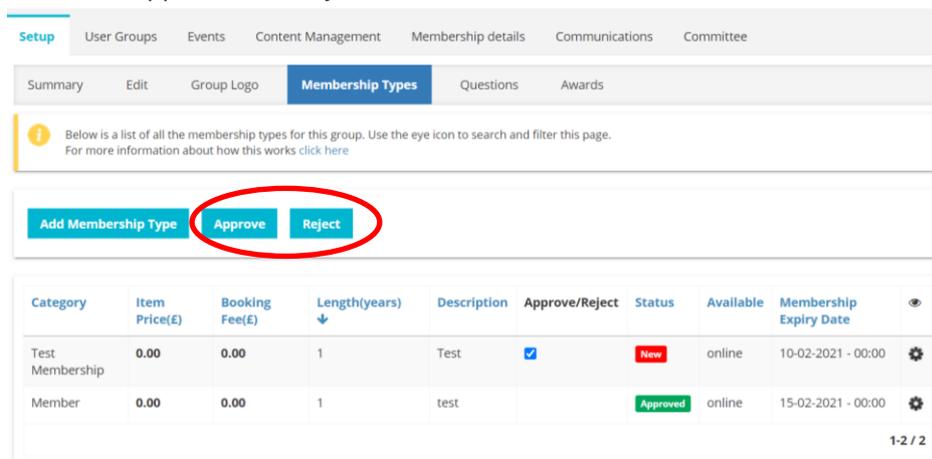
- Click “Save”



- Go back to “Membership Types” screen
- Tick the box in the “Approve/Reject” column

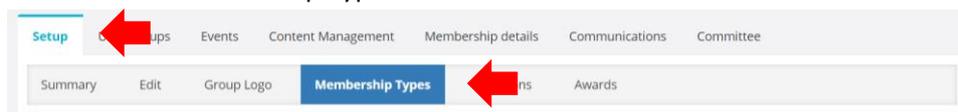


- Click “Approve” or “Reject”



## How to stop selling a membership type

- Go to your Dashboard
- Click on “Edit”
- Click on “Setup” in the grey bar
- Click on “Membership Types” underneath



Click on “Edit Membership” (pencil icon) for the type you want to stop selling

Category	Item Price(£)	Booking Fee(£)	Length(years)	Description	Approve/Reject	Status	Available	Membership Expiry Date
Test Membership	0.00	0.00	1	Test	<input type="checkbox"/>	New	online	10-02-2021 - 00:00
Member	0.00	0.00	1	test	<input checked="" type="checkbox"/>	Approved	online	15-0

- Tick the box that says “Stop New Sales”, towards the bottom of the page

**Save** Back

**Availability \***  
 Online  Offline  Both  
Online memberships will only be available on your site. Offline memberships are available for users to purchase using the remote sales add-on.

VAT Exempt  
If you're unsure about this please check with whoever manages the finance for your Union.

Stop New Sales  
Enable this to stop all new sales of the membership.

**Description \***

- Click save

## How to block a member

- Go to your Dashboard
- Click on “Edit”
- Click on “Membership details” in the grey bar

Setup User Groups Events Content Management **Membership details** Applications Committee

**Members** Approval pending Blocked members Rejected members

*i* Below you can see a list of all confirmed members in this group. Use the eye icon to search/filter this section. For more information about how this works [click here](#)

- Find the member you wish to block
- Tick the box in the “Block” column

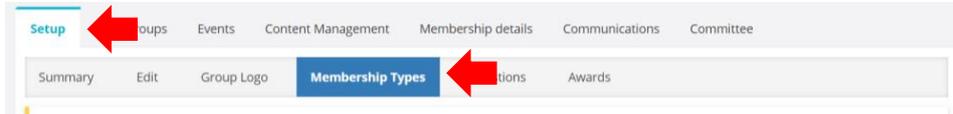
**Save** **Load Membership Details** **Download All Member photos**

Forename	Surname	Membership Type	Photo	Action	Block
		Member			<input checked="" type="checkbox"/>

- Click save

## How to delete a membership type

- Go to your Dashboard
- Click on “Edit” in the “Configure Group” tile
- Click on “Setup” in the grey bar
- Click on “Membership Types” underneath



- Click on the cogwheel icon next to the membership type you wish to delete
- Click on the bin icon to delete membership type (Please note, you cannot delete a membership type if someone has already bought it. Even if it's free)

