

## Setting up Subscriptions

**Step 1:** Log in to your club's OST console and select **MemberDesq** then click on **Subscriptions -> Subscription Types**.

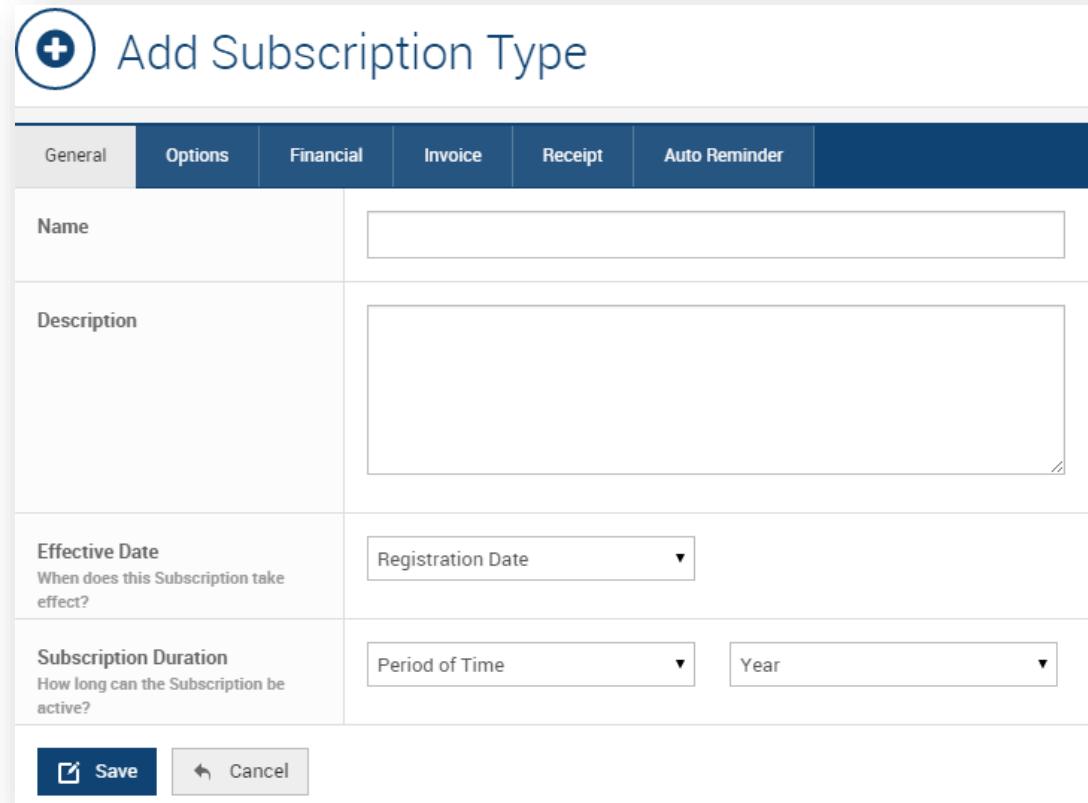
**Step 2:** Select the **Actions** dropdown menu and click on **Add**.

The screenshot shows the ONE SPORT TECHNOLOGY OST console interface. The top navigation bar includes icons for MemberDesq, EventDesq, ShopDesq, SportsDesq, Utilities, Administration, and Support. The user is logged in as Matt Crawford, Hockey Australia, with a session time remaining of 19:04. The left sidebar shows a navigation menu with 'Subscriptions' selected, and 'Subscription Types' highlighted. The main content area displays the 'Subscription Type Listing' page with a table containing one entry: 'Hookin2Hockey 2015' with a listing type of 'Distributed', code '14755', amount '\$1.00', and order '1'. The 'Actions' dropdown menu is open, showing options for 'Add', 'Export', and 'Archive Listing'. Green arrows with the number '1' point to the 'Subscription Types' menu item and the page title. A green arrow with the number '2' points to the 'Add' button in the Actions menu.

Name	Listing Type	Code	Amount	Order
Hookin2Hockey 2015	Distributed	14755	\$1.00	1

**Step 3:** Completing the **General** tab.

- **Name:** The name you want to give your Subscription, i.e. Senior Registration Fee.
- **Description:** Additional information about the Subscription which is displayed on the member portal.
- **Effective Date:** The date at which the subscription will take effect and become active on the member portal.
- **Subscription Duration:** The duration which the Subscription will be active on the member portal.



The screenshot shows a web form titled "Add Subscription Type" with a "+" icon in a circle. The form has a tabbed interface with the following tabs: General (selected), Options, Financial, Invoice, Receipt, and Auto Reminder. The form fields are:

General	Options	Financial	Invoice	Receipt	Auto Reminder
Name	<input type="text"/>				
Description	<input type="text"/>				
Effective Date <small>When does this Subscription take effect?</small>	<input type="text" value="Registration Date"/>				
Subscription Duration <small>How long can the Subscription be active?</small>	<input type="text" value="Period of Time"/>		<input type="text" value="Year"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

**Step 4:** Completing the **Options** tab.

- **Show on MemberDesq:** When *Yes* is checked it will display the Subscription on the member portal.
- **Display Order:** Determines what order the Subscription is displayed in the listing on the member portal.
- **Default Member Types:** The category of membership (i.e. Member Type) that the Subscription is attached to.
- **Approval Process:** When *Yes* is checked approval is required before (pre-payment) or after (post-payment) payment is accepted.
- **Age Validation:** When *Yes* is checked you are able to restrict the purchase of the Subscription based on the user's age.

+ Add Subscription Type

General	Options	Financial	Invoice	Receipt	Auto Reminder	Actions
Show On MemberDesq	<input type="radio"/> Yes <input checked="" type="radio"/> No					
Display Order	<input style="width: 100%;" type="text"/>					
<b>Default Member Types</b> <small>Choose member types for this subscription by moving items from the left list to the right.</small>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 40%; font-size: 10px;">           Coach (2015)            Coach (2016)            Hookin2Hockey (2015)            Hookin2Hockey (2016)            Junior (2015)            Junior (2016)            Life Member (2015)            Life Member (2016)            Non-Affiliated Members (2016)            Non-Playing Officials (2016)            Senior (2015)            Senior (2016)            Social Member (2015)            Social Member (2016)            Umpire (2016)            Veterans/Masters (2016)         </div> <div style="margin: 0 10px; text-align: center;"> <input type="button" value="←"/>  <input type="button" value="→"/> </div> <div style="border: 1px solid #ccc; width: 50%; height: 150px;"></div> </div>					
<b>Approval Process</b> <small>Is administrator approval required after payment is accepted?</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No					
<b>Age Validation</b> <small>Restrict purchase of this subscription based on user age.</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No					

**Step 5:** Completing the **Financial** tab.

- Financial Status:** When granted this is used in the database to determine if a participant is *Paid* or *Unpaid*.  
*Yes:* The subscription grants financial status.  
*No:* The subscription does not grant financial status.
- Online Payment Mandatory:**  
*Yes:* Payment is required at the time of registration.  
*No:* The offer to *Pay Later* is offered at the time of registration.
- Total Amount:** Insert the full dollar value (decimals included where relevant) of the Subscription.
- Absorb Administration Charge:**  
 You can choose to absorb the Administration Charge at your own discretion. Clicking *Yes* means that the administration fee will be taken out of the displayed amount at the time of settlement into the club's bank account. Clicking *No* means the administration fee will be taken out of the total charge settled back to the club.
- Split Allocation:** Select YES to allocate a portion of the cost to another organisation(s). Click **Details** to allocate the amount or percentage of the cost that will be split to an organisation(s).

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## Add Subscription Type

General	Options	Financial	Invoice	Receipt	Auto Reminder
<b>Financial Status</b> <small>Does this Subscription grant Financial status?</small>		<input type="radio"/> Yes <input checked="" type="radio"/> No			
<b>Online payment mandatory</b> <small>Is initial subscription payment required at time of registration?</small>		<input checked="" type="radio"/> Yes <input type="radio"/> No			
<b>Total Amount</b>		\$ <input style="width: 100px;" type="text"/>			
<b>Absorb Administration Charge</b>		<input checked="" type="radio"/> Yes <input type="radio"/> No			
<b>Split Allocation</b> <small>Allocate the cost to multiple organisations</small>		<input type="radio"/> Yes <input checked="" type="radio"/> No			

**Step 6:** Select the **Invoice** tab to insert any custom text you would like displayed on the system generated invoice when the **Submit Now and Pay Later** option is selected by the user.

**Step 7:** Select the **Receipt** tab to insert any custom text you would like displayed on the system generated receipt issued to a user upon online payment of the Subscription.