

How to Create a Family Membership

Creating a Family Membership will allow Parents/Guardians with more than one child playing hockey to register their second, third or fourth child at a discounted rate.

The following instructions will provide parents with this option once they have paid the full membership fee for 'Child 1', via the welcome email they receive once they have successfully registered.

Step 1: Create your full price membership via Finance > Payment Classes > Add Payment Class



e.g. 'Child 1' paying the full price of \$100.

Ensure the type of payment class is set as a **Registration fee** and that the capitation fee is set accordingly. Enter the full price of the membership next to **Amount**.

Click **'Add Payment Class'** once all required information is entered.

Payment class details

Registration fees represent the member's primary membership type or status, and are linked to whether or not a member is paid. A member can only be paid under one registration fee at a time.

Other fees are not linked to whether a member is paid, and can be invoiced multiple times. They represent incidental non-registration payments, e.g. room hire.

Fee add-ons can be applied to registration or other fees. For example, you may allow members to optionally purchase uniforms or equipment when they register online.

Type: Registration fee

Capitation fee: Hockey WA - Junior Player Levy (ages 9 - 18) - 2020 (\$31.50)

Name: Child 1

Amount: \$ 100

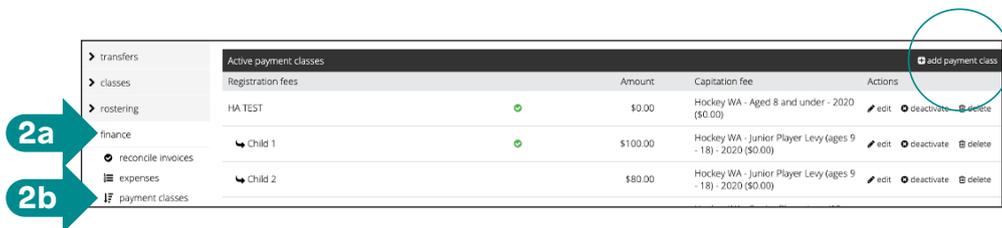
Description: (Max. 255 characters)

Parent class: HA TEST

GL code:

Welcome email

Step 2: Create another payment class at a discounted price via Finance > Payment Classes > Add Payment Class



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Step 2 continued:

E.g. 'Child 2' at a discounted price of \$80.

Ensure the type of payment class is set as a **Registration fee** and that the capitation fee is set accordingly. Enter the discounted price of the membership next to **Amount**.

Payment class details

Registration fees represent the member's primary membership type or status, and are linked to whether or not a member is paid. A member can only be paid under one registration fee at a time.

Other fees are not linked to whether a member is paid, and can be invoiced multiple times. They represent incidental non-registration payments, e.g. room hire.

Fee add-ons can be applied to registration or other fees. For example, you may allow members to optionally purchase uniforms or equipment when they register online.

Type: Registration fee

Capitation fee: Hockey WA - Junior Player Levy (ages 9 - 18) - 2020 (\$31.50)

Name: Child 2

Amount: \$ 80

Description: (Max. 255 characters)

Parent class: HA TEST

GL code:

Step 3: Scroll down and hide the discounted membership from the registration page by **unticking** the option to display at registration when adding or editing the payment class.

Click 'Add Payment Class'

Payment class restrictions

You can specify minimum and maximum ages permitted (inclusive). These restrictions will be applied when members register online. Leave one or both fields blank to disregard the restriction.

Minimum age: 9 Must be 9 or higher

Maximum age: 18 Must be 18 or lower

You can specify whether proof of age documentation applies to this payment class when members register online. You currently have proof of age review disabled. You can enable it via members settings.

Proof of age applies:

Ticking the box below will allow members to select this payment class when they register.

Display at registration:

You can specify whether this registration fee can be applied to new or returning members only.

Can be applied to: All (no restriction)

Add payment class

Step 4: Via the 'Edit' button on the discounted payment class go to the **Edit Payment Class** page.

Retrieve the registration link of the discounted membership by clicking 'registration link' on the right-hand side of the editing payment class page.

Copy the URL of this page by highlighting it and pressing CTRL + C

Registration fees	Amount	Capitation fee	Actions
HA TEST	\$0.00	Hockey WA - Aged 8 and under - 2020 (\$0.00)	edit deactivate delete
Child 1	\$100.00	Hockey WA - Junior Player Levy (ages 9 - 18) - 2020 (\$0.00)	edit deactivate delete
Child 2	\$80.00	Hockey WA - Junior Player Levy (ages 9 - 18) - 2020 (\$0.00)	edit deactivate delete

Edit payment class

Please note

Your account email address is listed as amy.austin@hockeywa.org.au. Your reply-to email address is listed as amy.austin@hockeywa.org.au. Are these up to date? check your details

Payment class details

Name: Child 2

Type: Registration fee

Capitation fee: Hockey WA - Junior Player Levy (ages 9 - 18) - 2020 (\$31.50)

Options

delete payment class

deactivate class

registration link

add payment class

https://www.revolutionise.com.au/hwatestclub/registration/79509/

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Step 5: Return to **Finance > Payment classes**. Edit the full membership payment class created in Step 1.

Paste the copied URL into the welcome email by pressing CTRL + V. Accompany this with some text such as 'to register a second child at a discounted rate click here'.

Ensure you save all added information.

Active payment classes + add payment class				
Registration fees		Amount	Capitation fee	Actions
HA TEST		\$0.00	Hockey WA - Aged 8 and under - 2020 (\$0.00)	edit deactivate delete
Child 1		\$100.00	Hockey WA - Junior Player Levy (ages 9 - 18) - 2020 (\$0.00)	edit deactivate delete
Child 2		\$80.00	Hockey WA - Junior Player Levy (ages 9 - 18) - 2020 (\$0.00)	edit deactivate delete

Welcome email

You can specify welcome email content specific to this payment class. If no content is specified, the email content will default to that set in members settings.

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Welcome to Hockey,

To register a second child at a discounted rate please click the below link:

<https://www.revolutionise.com.au/hwatestclub/registration/79509/>

body p