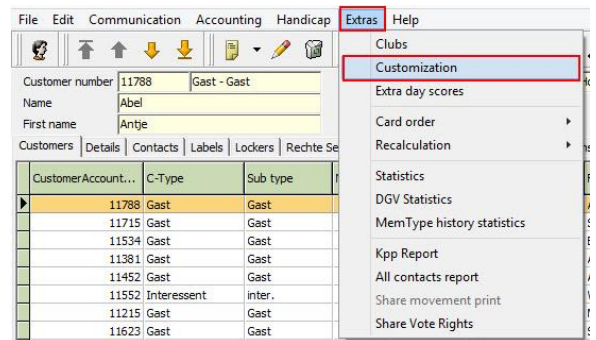


FAQ | Membership Administration

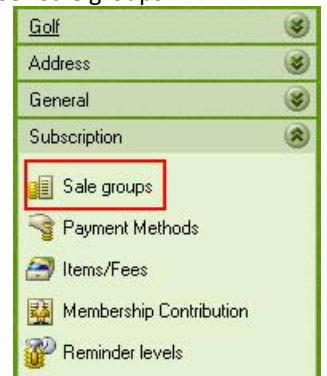
Create a Sale Group

1 [1]

1. On the menu bar, click on “Extras”. Choose “Customization” from the list.



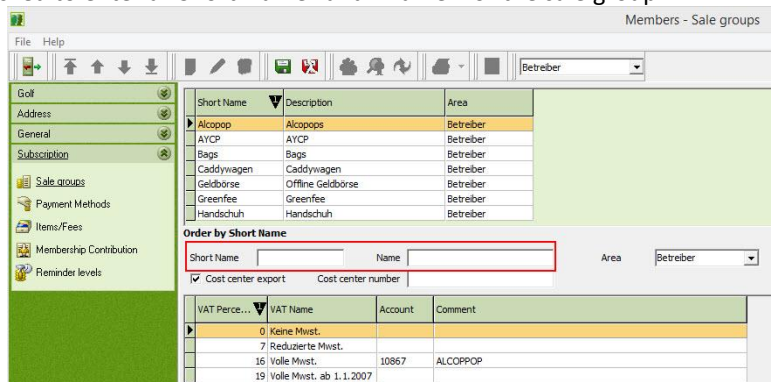
2. A new window will appear. Click on “Subscription” and from the options available choose “Sale groups”.



3. Click anywhere in the top box to highlight the area and click on the “New” icon on the toolbar.



4. In the middle of the screen, you will now be asked to enter a “Short Name” and “Name” for the sale group.



5. After entering this info, click “Save”.