FAQ | Membership Administration
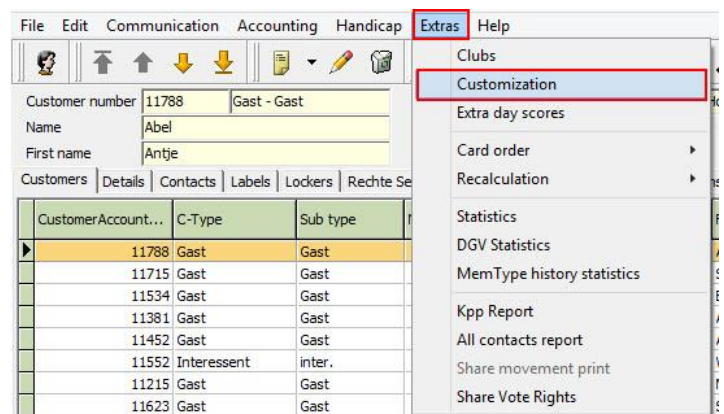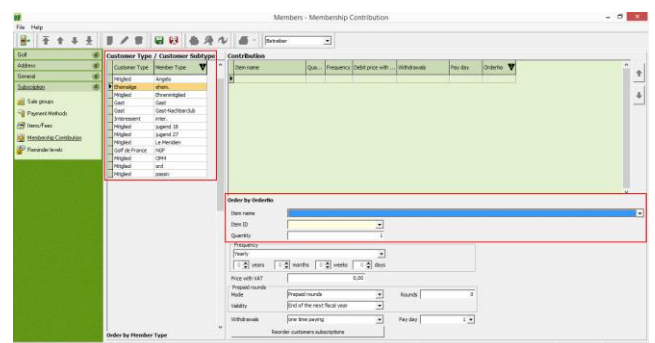
Assign Membership Fees

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 "Membership Contribution".

3. In the left hand column, under the "Customer Type / Customer Subtype" heading, select the customer type you want to assign fees to.

4. Assign the fees step by step! At first, choose a customer type, then click anywhere on the right-hand side to activate this area. Click on "New" and enter the "Item name" and "Quantity".

5. Then, click on "Save".