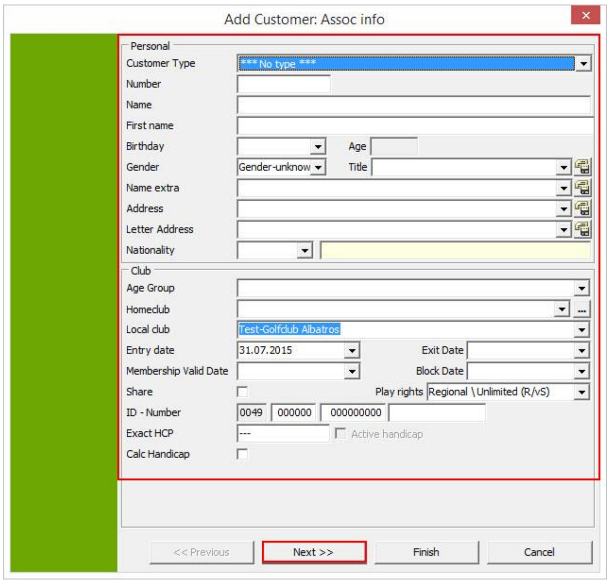
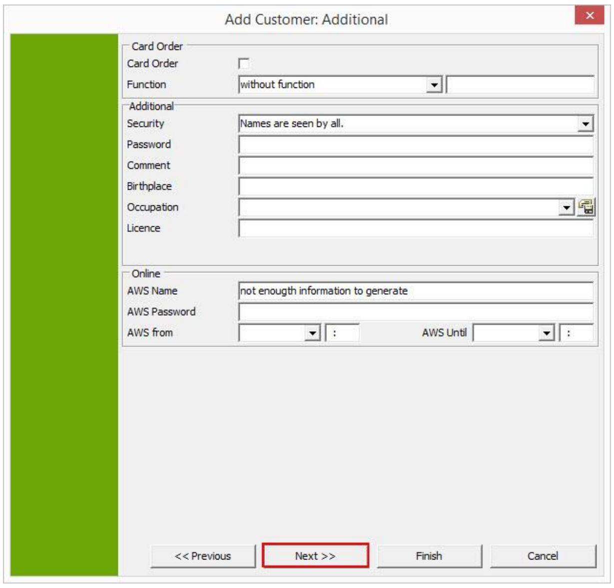
FAQ | Membership Administration

Create a New Member

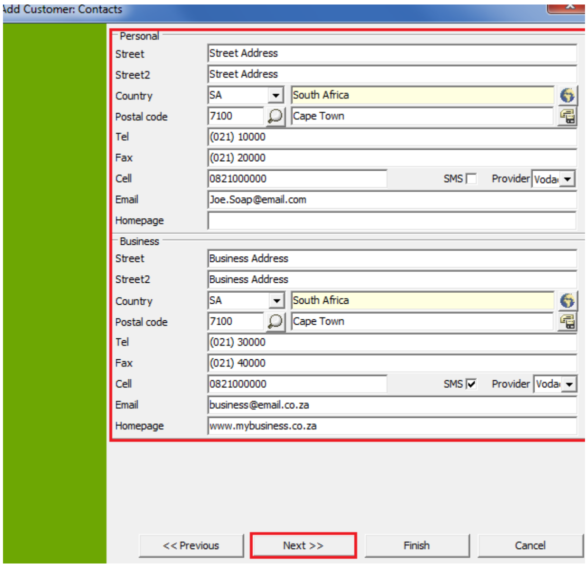
1. In the main menu, click on “New“. The window “Add Customer” will appear.
   Enter as many customer data as possible, then click “Next“.



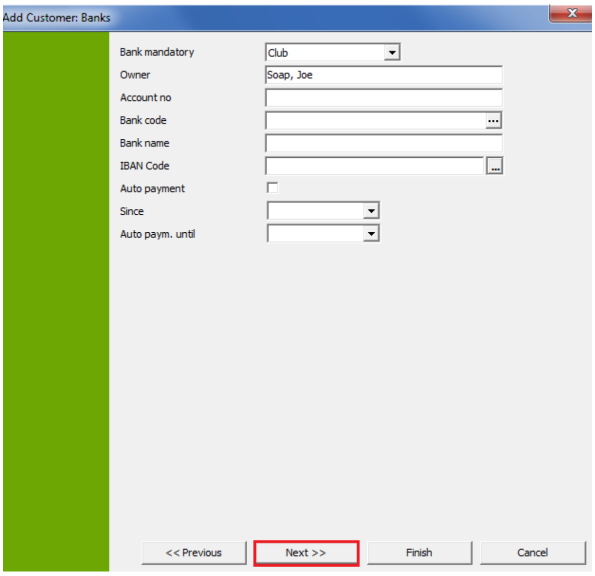
2. In the next window, there are no mandatory fields - you can skip this page and click on “Next”.



3. In the window “Contacts“, you can capture personal and / or business address data. Afterwards, click on “Next”.



4. In the window “Banks”, the details of the bank account from which the fees are debited, can be entered. Then, click on “Next”.



5. In the last window, you might add a picture for this member. Then click on “Finish” – this will take you back to the main page which displays all members. The recently added member will be highlighted.