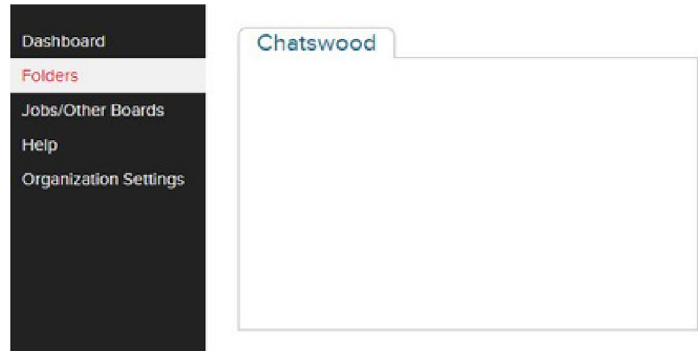


How to add a new member

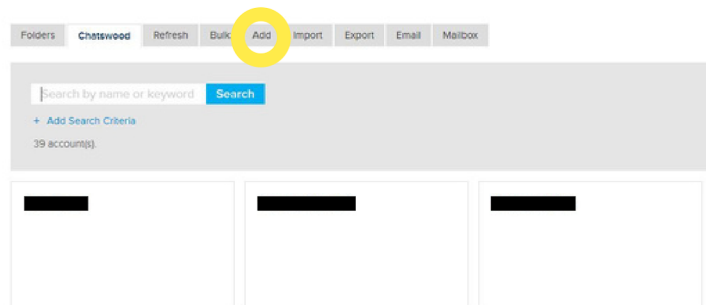
1. Go to:
membershipworks.com/admin
and enter your credentials

2. Click on 'Folders' in the sidebar.
Then click on the folder with the
name of your choir.



3. This will pull up a list of all the
members in your choir.

Click on 'Add' at the top of your
screen.



4. Enter the member's information
and click 'Add Account'.

A screenshot of the 'Add Account' form in the MembershipWorks admin interface. The form is displayed in a modal window with a title bar containing tabs: 'Add', 'Import', 'Export', 'Email', and 'Mailbox'. The form fields include: 'Name' (with placeholder text 'Full name'), 'Email' (with placeholder text 'Required'), 'Phone', 'Address', 'City, state/province, postal code' (with a location pin icon), 'Emergency contact name', and 'Emergency contact phone'. At the bottom of the form are two buttons: 'Add Account' and 'Cancel'.

5. This will take you to the 'Profile' tab of the new member's record. Fill out the demographic information if it's been provided to you, and click on the 'Save' button underneath that section.

6. You can set a password for the member by selecting 'Change'. The member can also request a password to be emailed to them at withonevoice.org.au/members.

7. If the member has provided their billing information, you can set this up through the 'Membership Billing' tab at the top of the screen.

The screenshot shows the 'Membership Billing' tab selected in the top navigation bar. Below the navigation bar, there is a section for 'In folders: Members' with an 'Add Label' button. The main form contains fields for Name, Email, Phone, Address, City, state/province, postal code, Emergency contact name, and Emergency contact phone. A 'Photography consent' section shows 'Not acknowledged'. A 'Password' field has a 'Change' button next to it. A 'Save' button is at the bottom left of the form. Below the form is a section titled 'Demographic information' with fields for Age range, Gender, and questions about disability and language.

Setting up membership billing:

Select your choir from the drop-down menu. Then select the appropriate billing level and enter the card details.

Select 'Offline contributions' if the member has elected to pay by cash, cheque, or bank transfer. See our 'How to record offline payments' resource to learn how to record each contribution.

'Manual billing' can be selected for free members or NDIS members.

Select 'Send new member welcome email' to welcome the member to your choir.

Click on 'Save' at the bottom of the screen to confirm.

The screenshot shows the 'Membership Billing' tab selected in the top navigation bar. Below the navigation bar, there is a section for 'In folders: Members' with an 'Add Label' button. The main form contains a drop-down menu for 'Chatswood'. Below this is a section titled 'Manual billing' with four radio button options: 'General membership' (\$45 / month), 'Concession membership' (\$25 / month), 'Subsidised membership' (\$10 / month), and 'Offline contributions - cash, cheque, transfer' (\$45 / month). Below this is a section titled 'Send new member welcome email' with a radio button option. A 'Save' button is at the bottom left of the form.