

# Making a Member Financial

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Quick Steps: Members > Members Listing > Search for Member > View > Subscription

1. Within the Member Listing, access the Member Detail page by searching for the member and viewing their profile.

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website **Members** Subscriptions Shop Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Dashboard  
Members Listing  
Member Type  
Member Groups  
Member Qualifications  
Distribution Lists  
Send Email  
Export  
Query Builder  
Registration Declarations  
MemberDesq  
Network Search  
Member Transfers  
Options

**Member Search:**  
For:   
In:

### Members Listing - Search Results

**Filter**

Member Status:  All  Inactive  Active  Online  Pending  Deleted  Merged  
Financial Status:  All  Unfinancial  Financial  
Name: **All Records** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Records: 1-3 of 3

Last Name	First Name	Edit	View	Delete	Status	Groups	History	Subs	Email
Sample	Mary								
Sample	Samantha								
Sample	Sample								

Records: 1-3 of 3

2. Click **Subscription** at the top of the page.

The screenshot shows the 'STG SAMPLE - Club' management interface. At the top right, it indicates 'Logged in as: System Administrator' with a 'Log Off' button. The navigation menu includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The sidebar on the left contains a 'Member Search' section with a search box containing 'Sample' and a dropdown menu set to 'Name'. The main content area is titled 'Member Detail (Mary Sample)' and features a grid of action buttons: Listing, Edit, Delete, Notes, Member Group, Member Qualifications, Distribution List, History, Subscription (highlighted with a mouse cursor), Email, Relationships, Links, Merge, Registrations, Seating, and TicketDesq. Below these buttons is a tabbed interface with tabs for Name, Address, Contact, Personal, Access, Membership, Links, Other, Custom, Distribution List, Images, and Dates. The 'Name' tab is active, showing a form with 'First Name: Mary' and 'Last Name: Sample'.

3. Ensure that the correct Subscription Type is selected and then click **Next**.
4. Check that the details are correct and click **Generate**.
5. Click **Post** to create the unpaid transaction, and then **Payment**.
6. Click the **Offline Credit card Payment** button, enter the member's credit card details then click **Submit Payment**

Once a member has been added into the database, a payment will need to be made to make them a financial member of your organisation. The member can make this payment through the MemberDesq Portal, or the administrator can complete this through the Management Console. There are then two options for generating a subscription for a member through the Management Console, you can either do this through the Member Listing or through the Subscriptions menu.

This process can be used to create invoices for members by leaving the process after clicking on **Post**. This will put the transaction in **Unpaid** Transactions. If a transaction is sitting in unpaid, the member then has the ability to log into the console and make their payment using their credit card.

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