

# Member Number Allocation

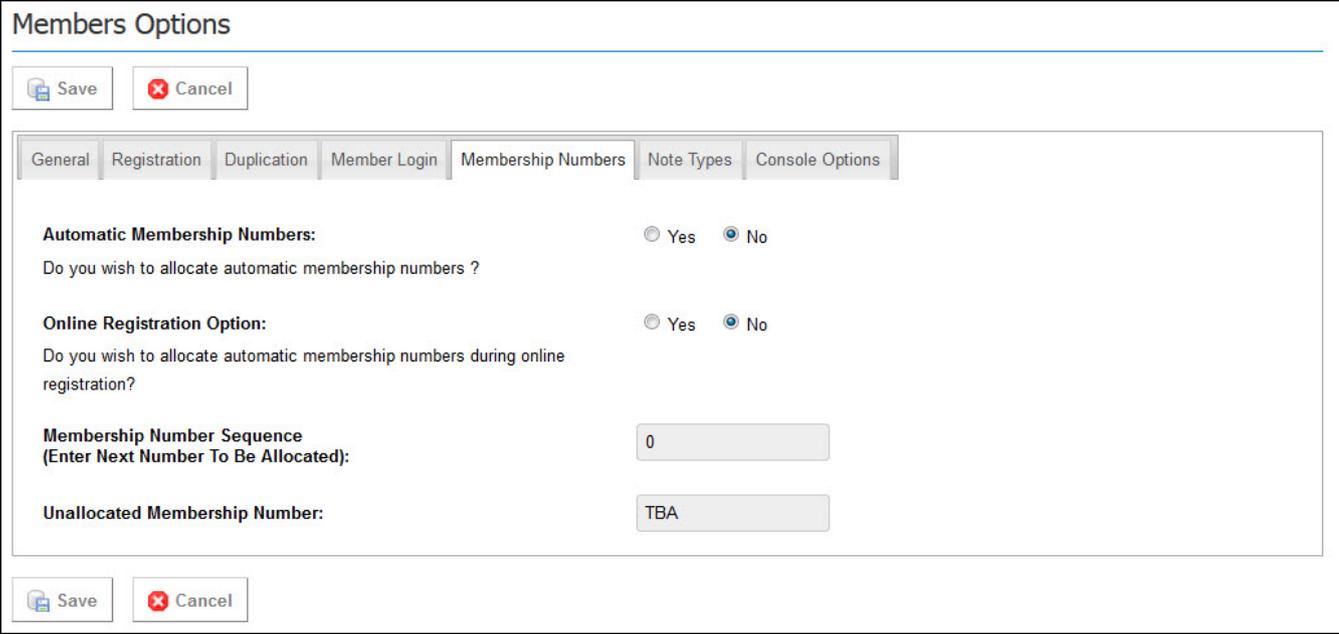
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## Quick Steps: Members > Options > Membership Numbers

SportsTG provide a number of alternatives for assigning Member Numbers. A Member Number can be automatically assigned to a member upon registration, or a member number can be manually assigned by an administrator.

### Manual Member Number Allocation:

1. Login to the console, go to **Members**, then select **Options** from the left hand menu.
2. Click on the **Edit** button, and click on the **Membership Numbers** tab.
3. Where it states **Automatic Membership Numbers**, select **No** and click **Save**. This will ensure a membership number is not assigned upon adding a member to the system.



The screenshot shows the 'Members Options' form with the 'Membership Numbers' tab selected. The form contains the following fields and options:

- Automatic Membership Numbers:** Radio buttons for 'Yes' and 'No'. The 'No' option is selected.
- Online Registration Option:** Radio buttons for 'Yes' and 'No'. The 'No' option is selected.
- Membership Number Sequence (Enter Next Number To Be Allocated):** A text input field containing the value '0'.
- Unallocated Membership Number:** A text input field containing the value 'TBA'.

At the top and bottom of the form are 'Save' and 'Cancel' buttons.

4. To assign a member a membership number, each member record would need to be edited and assigned a number individually.

### Automatic Member Number Allocation:

1. Login to the console, go to **Members**, then select **Options** from the left hand menu.
2. Click on the **Edit** button, and click on the **Membership Numbers** tab.
3. Set Automatic Membership Numbers to **Yes**.

4. The **Online Registration Option** will ensure an **Online** member registering via the front end Member Portal will automatically be assigned a member number during the registration process.

- If this option is set to **Yes**, a member who registers online view the Member Portal **will** be assigned a member number before they are made an **Active** member by an administrator.
- If this option is set to **No**, a member who registers online view the Member Portal **will not** be assigned a member number until they have been made an **Active** member by an administrator.

5. Insert the next member number you would like allocated in the **Membership Number Sequence** field.

6. In the **Unallocated Membership Number** field, insert the text to be displayed for a member who has registered and will be assigned a membership number upon being made an **Active** member.

### Members Options

 Save  Cancel

General Registration Duplication Member Login **Membership Numbers** Note Types List Options Data Import Layout

**Automatic Membership Numbers:**  Yes  No  
Do you wish to allocate automatic membership numbers ?

**Online Registration Option:**  Yes  No  
Do you wish to allocate automatic membership numbers during online registration?

**Membership Number Sequence  
(Enter Next Number To Be Allocated):**

**Unallocated Membership Number:**

 Save  Cancel

7. Click **Save**.

**Note:** A member number will not be erased unless done manually

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