

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' configuration page. At the top, there are 'Save' and 'Cancel' buttons. Below them is a navigation bar with tabs: General, Registration, Duplication, Member Login, **Membership Numbers** (which is highlighted), Note Types, and Console Options. The 'Membership Numbers' section contains the following settings:

- Automatic Membership Numbers:** Radio buttons for Yes (unchecked) and No (checked).
- A question: "Do you wish to allocate automatic membership numbers ?"
- Online Registration Option:** Radio buttons for Yes (unchecked) and No (checked).
- A question: "Do you wish to allocate automatic membership numbers during online registration?"
- Membership Number Sequence (Enter Next Number To Be Allocated):** An input field containing the value "0".
- Unallocated Membership Number:** An input field containing the value "TBA".

At the 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

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:

7. Click Save.

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

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