

# Adding a Subscription Category

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## Quick Steps: Subscriptions > Subscriptions - Categories > Add

Subscription Categories allow organisations to assign their Subscription Types to different categories to allow them to display in groups on the MemberDesq Portal. This allows organisations to target memberships based upon the category that they sit in, eg. Gold, Silver, Bronze.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Subscriptions - Categories** from the left menu.
2. Select **Add** at the top of the page.
3. Complete all the details for the subscription category including:
  - Title
  - Detail: any further information in regards to the Subscription Category
  - Menu Item: whether this category should display as a Menu Item on the MemberDesq Portal
  - Order: The order that the categories should display on the page.
4. Once all details have been completed, click **Save**.

**Note:** Subscription Categories are currently only available for single-tiered organisations as they do not function within the setup of tiered organisations and their subscription types.

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