

2. Setting Up the Membership Portal

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Quick Steps: Membership > Portal Settings > Options > Edit > General Tab > Fill in applicable Information > Save

1. In your One Sport Technology Console, select **Membership** from the top menu, then **Portal Settings**, click **Options**

2. Click **Edit**, then fill in the information in the **General** tab and click **Save**

Portal Options

General *	Welcome	Images	Theme	Membership Numbers	Subscription Confirmation	Member Home	Invoice
Title *	<input type="text"/>						
Accept Registrations	<input type="radio"/> Yes <input checked="" type="radio"/> No						
Automatic Payment Email	<input type="radio"/> Yes <input checked="" type="radio"/> No						
Default Country	<input type="text" value="Australia"/>						
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

- **Title:** This is the Title on the front page of your Membership portal
- **Accept Registration:** Select **Yes** to display your portal or **No** to disable registrations
- **Automatic Payment Email:** Select **Yes** to a notification to the default email when a payment is received through the online portal.
- **Portal Link:** This is your direct link to the Membership portal

3. Click on the **Welcome** tab, here you can enter text and add images these will appear on the front page of your **Membership** portal

4. Click on the **Theme** tab and select the theme from the drop down list and click **Preview**, here you will be able to see what the theme will look like. Click **Save**

Note: you cannot upload any images until a theme has been selected.

5. Click on the **Images**, from here you can set a **Header** and **Background Image**. Click on **Choose File**,select the image from your computer,click **Open**

Header Image: We recommend for a 24inch screen, that you use the header image dimensions of 1120px

x 390px

Background Image Dimensions: We recommend for a 24inch screen, that you use the background image dimensions of 2150px x 1450px

6. Click on the **Membership Numbers** , from here you choose how membership numbers are assigned to members at this organisation or below.

- **Syndication:** Here you can choose if membership numbers are **inherited** from a parent organisation or if they are pushed down to child organisations through **syndication** or **distribution**.
- **Allocation:** determines if numbers are assigned automatically or manually.
- **Member Number Scope:** gives the option to assign member number based on a particular member type or across the whole organisations members regardless of different member types.
- **Next Number:** dictates from what numbers the membership numbers will begin at
- **Prefix:** this will show prior to the membership number (eg. ABC 1234)
- **Suffix:** this will show after the membership number (eg. 1234 ABC)

7. Click the **Subscription Confirmation** tab to edit what will show on the confirmation screen upon completion of a members registration.

8. The **Member Home** tab is where you can personalise the messages in the member home page, unpaid subscription message bar, and active subscription sections.

Additional Information: There are currently a limited number of themes to select, more will be added in the coming months

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