

Paying and Activating a subscription from the Membership Portal

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Quick Steps: Membership > Members > Search Member > Actions > View > Financial > Subscriptions > Actions > Pay

1. Select the **Membership** module from the top menu
2. Select **Members** from the left hand menu
3. Search for the relevant member whose subscription you would like to activate. View this record by selecting the members name or **Actions > View**
4. Got to the **Financial** tab within the member record
5. Under Subscriptions within the Financial tab you will see an unpaid transaction. To pay for this select **Actions > Pay**
6. You can then choose your payment method from the manual and online options available. Manual options will only be available if the subscription is not set to a mandatory online payment. Once you have selected your payment method select **Process Payment**
7. Your subscription is now active from the effective date and the member will be financial upon the effective date of the subscription

Please Note: Members will be sent an email confirming that a payment has been made against their member record. Any Credit Card payments will be sent notification that SportsTG will appear on their bank statement

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