

Membership Staff: Posting New Member Transactions in POS at TAC East

Instructions for posting start up fees including Enrollment, Discounts, Fitness Consultation and Pro-Rated Dues for a joining member.

1. Enter Snooze Account # under Member Information
 - Anchorage – 099999

File Actions Help

Find Member Clear Member Logout

Member Information

Search

Account No.: 099999

Last Name: PAYMENTS

First Name: SNOOZE

Account No.: 099999

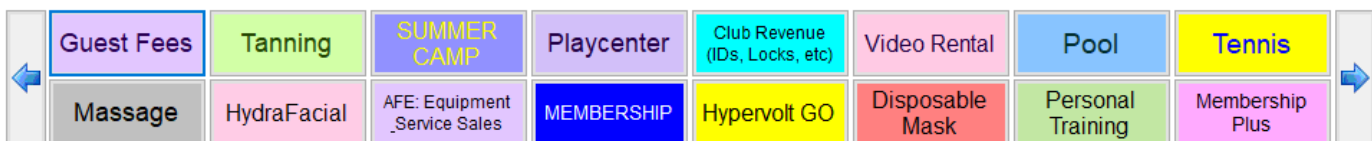
Status: Active

Relationship: Main

SNOOZE PAYMENTS

997 - Charge Only

2. Click on the MEMBERSHIP key to Access the Membership Package Quick Keys.



3. Click on the MEMBERSHIP TYPE for your member.
 - 12-Month Commitment fees can be found on the first row of each page.
 - M2M, TEMP & REHAB fees can be found on the second row of each page. See (M2M) within description.

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MEMBERSHIP							
120-Gold Fitness Family	125-Gold Fitness Individual	135-Gold Fitness Single Parent	110-Gold Tennis Family	115-Gold Tennis Individual	136-Gold Junior Tennis	130-Gold Tennis Single Parent	138-Silver Fitness Couple
120-Gold Fitness Family (M2M)	125-Gold Fitness Individual (M2M)	135-Gold Fit Single Parent (M2M)	110-Gold Tennis Family (M2M)	115-Gold Tennis Individual (M2M)	136-Gold Junior Tennis (M2M)	130-Gold Tennis Single Parent (M2M)	138-Silver Fit Couple (M2M)

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MEMBERSHIP							
137-Silver Fitness Individual	145-Gold Rball Family	150-Gold Rball Individual	134-Gold Junior Racquetball	133-Gold Rball Single Parent	450-Platinum Fitness Family	451-Platinum Fitness Individual	452-Platinum Fitness Couple
137-Silver Fitness Individual (M2M)	145-Gold Rball Family (M2M)	150-Gold Rball Individual (M2M)	134-Gold Junior Rball (M2M)	133-Gold Rball Single Parent (M2M)	450-Platinum Fitn Family (M2M)	451-Platinum Fitn Ind (M2M)	452-Platinum Fit Couple (M2M)

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MEMBERSHIP							
460-Platinum Fit Single Parent	453-Platinum Rball Family	454-Platinum Rball Individual	455-Platinum Rball Couple	456-Platinum Tennis Family	457-Platinum Tennis Individual	458-Platinum Tennis Couple	
460-Platinum Fit Single Parent (M2M)	453-Platinum Rball Family (M2M)	454-Platinum Rball Individual (M2M)	455-Platinum Rball Couple (M2M)	456-Platinum Tennis Family (M2M)	457-Platinum Tennis Individual (M2M)	458-Platinum Tennis Couple (M2M)	

4. A list of POS Items will post including Enrollment, Discounts (if applicable), Dues & Fitness Consultation Fees.

Item Code	Description	Salesperson	Quantity	Price	Amount
0101	Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0120	Enrollment Discount		1	\$0.00	\$0.00
0209	Gold Fitness Family		1	\$170.00	\$170.00
FTC001	Fitness Consultation		1	\$30.00	\$30.00

5. ENROLLMENT FEES and ENROLLMENT DISCOUNTS

- 12-Month Commitment:
 - Enrollment Fees will post automatically and should not be edited or deleted.
 - Enrollment Discount will post at \$0 and will need to be changed to match the current offer. Highlight the Item then press Edit key (Lower left of the POS screen)

Item Code	Description	Salesperson	Quantity	Price	Amount
0101	Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0120	Enrollment Discount		1	\$0.00	\$0.00
0209	Gold Fitness Family		1	\$170.00	\$170.00
FTC001	Fitness Consultation		1	\$30.00	\$30.00

- An Edit Data Line window will appear. Go to Price and change to match the amount for the offer = to what is also listed on the 12-month commitment of the membership agreement.

CS) Edit Data Line

Description: Enrollment Discount

Salesperson:
 Quantity: 1
 Price: \$0.00

OK
 Cancel
 Manager

- M2M or SUMMER/WINTER TEMP:
 - For a No Commitment Membership NO Enrollment Discount is included.
 - If the offer includes an Enrollment Fee of \$0, highlight the Enrollment Fee and Delete this item.
 - If there is an Enrollment Fee due, highlight the Enrollment Fee and Edit the price to the amount owed. For example, if a family signed up for a Winter Temp Offer Gold Fitness Family Enrollment is \$50 EDIT the price from \$299 to \$50.

Item Code	Description	Salesperson	Quantity	Price	Amount
0101	Enrollment Fee: Gold Family		1	\$299.00	\$299.00
AM0209	Gold Fitness Family		1	\$212.00	\$212.00
FTC001	Fitness Consultation		1	\$30.00	\$30.00

CS) Edit Data Line

Description: Enrollment Fee: Gold Family

Salesperson:
 Quantity: 1
 Price: 50.00

OK
 Cancel
 Manager

6. MONTHLY DUES. The monthly dues listed will be for a FULL month of dues.

- If Zero Dues is owed at joining, Highlight the Dues and Press the Delete Key to remove the item.
- If ProRated dues are owed for the current month or next month (Example: 1 month free sold 22nd-31st) Highlight the Dues and Click on the Edit key. Change the price to match the Pro-Rated Dues owed at joining.

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← Guest Fees Tanning SUMMER CAMP Playcenter Club Revenue (IDs, Locks, etc) Video Rental Pool Tennis →					
Massage HydraFacial AFE: Equipment Service Sales MEMBERSHIP Hypervolt GO Disposable Mask Personal Training Membership Plus					
Item Code	Description	Salesperson	Quantity	Price	Amount
0101	Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0120	Enrollment Discount		1	\$299.00	(\$299.00)
0209	Gold Fitness Family		1	\$170.00	\$170.00
FTC001	Fitness Consultation		1	\$30.00	\$30.00

- In Example below the price has been edited for a 12-Month Commitment membership signed up on the 15th owing for 15-30th of the month.

cs Edit Data Line

Description:

Gold Fitness Family

OK

Salesperson:

Cancel

Quantity:

1

Manager

Price:

\$85.00

- On occasion you may have an offer where ProRated Dues are owed for the current month as well as Full dues for the next month. For example, if a M2M GFF is sold on the 22nd of the month, \$64 ProRated as well as full next month dues are owed at joining. You will still edit the price of the current month dues to \$64 then enter the same Item Code (AM0209) into the Item Search Field and click on Item Search.

Member Information

Search

Account No.: 099999

Last Name: PAYMENTS

First Name: SNOOZE

Account No: 099999

Status: Active

Relationship: Main

SNOOZE PAYMENTS

997 - Charge Only

Balances

Current: (\$34,616.50)

30 Days: \$0.00

60 Days: \$0.00

90 Days: \$0.00

Total: (\$34,616.50)

Credit Limit: \$300.00

CTA: Not Allowed

Item Selection

Salesperson:

Date: 1/25/2023

Search By: Item Code

Item Search: AM0209

Series Sales

Gift Card

Item Search

Tip

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← Guest Fees Tanning SUMMER CAMP Playcenter Club Revenue (IDs, Locks, etc) Video Rental Pool Tennis →					
Massage HydraFacial AFE: Equipment Service Sales MEMBERSHIP Hypervolt GO Disposable Mask Personal Training Membership Plus					
Item Code	Description	Salesperson	Quantity	Price	Amount
AM0209	Gold Fitness Family		1	\$64.00	\$64.00
FTC001	Fitness Consultation		1	\$30.00	\$30.00

An additional Item will appear for the next month dues owed.

Item Code	Description	Salesperson	Quantity	Price	Amount
AM0209	Gold Fitness Family		1	\$64.00	\$64.00
FTC001	Fitness Consultation		1	\$30.00	\$30.00
AM0209	Gold Fitness Family		1	\$212.00	\$212.00

7. At this point the New Member's Enrollment, Discount (if not M2M), Fitness Consultation and Dues owed at joining should all be listed showing an Invoice Total matching your membership agreement.

Item Code	Description	Salesperson	Quantity	Price	Amount
0101	Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0120	Enrollment Discount		1	\$299.00	(\$299.00)
0209	Gold Fitness Family		1	\$85.00	\$85.00
FTC001	Fitness Consultation		1	\$30.00	\$30.00

Line Items
Edit Discount
Prorate Refund
Install Delete

Transaction
Comment POA No Tax
Clear Screen No Sale Print Last
Tip-Out Invoice Refund

Payments

Subtotal: \$115.00
Sales Tax / Service: \$0.00
Payment on Account: \$0.00
Invoice Total: \$115.00

8. **Optional Advanced Payment Collection:** If the member wishes to also pay in advance for future months (Example: member wants to pay 1 year in advance), **DO NOT** post additional dues, instead you will apply a POA- Payment on Account for whatever the member wishes to pay in advance. Simply press the **POA** key and enter the amount of the advance payment.

csi Payment On Account

Payment on Account: \$0.00

OK
Cancel

- The POA amount will then be reflected on the bottom right of the invoice and will be included in the total due.

Item Code	Description	Salesperson	Quantity	Price	Amount
0101	Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0120	Enrollment Discount		1	\$299.00	(\$299.00)
0209	Gold Fitness Family		1	\$85.00	\$85.00
FTC001	Fitness Consultation		1	\$30.00	\$30.00

Line Items
Edit Discount
Prorate Refund
Install Delete

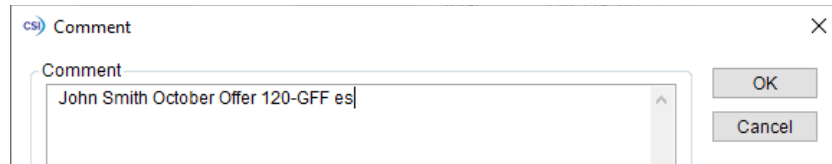
Transaction
Comment POA No Tax
Clear Screen No Sale Print Last
Tip-Out Invoice Refund

Payments

Subtotal: \$115.00
Sales Tax / Service: \$0.00
Payment on Account: \$1,955.00
Invoice Total: \$2,070.00

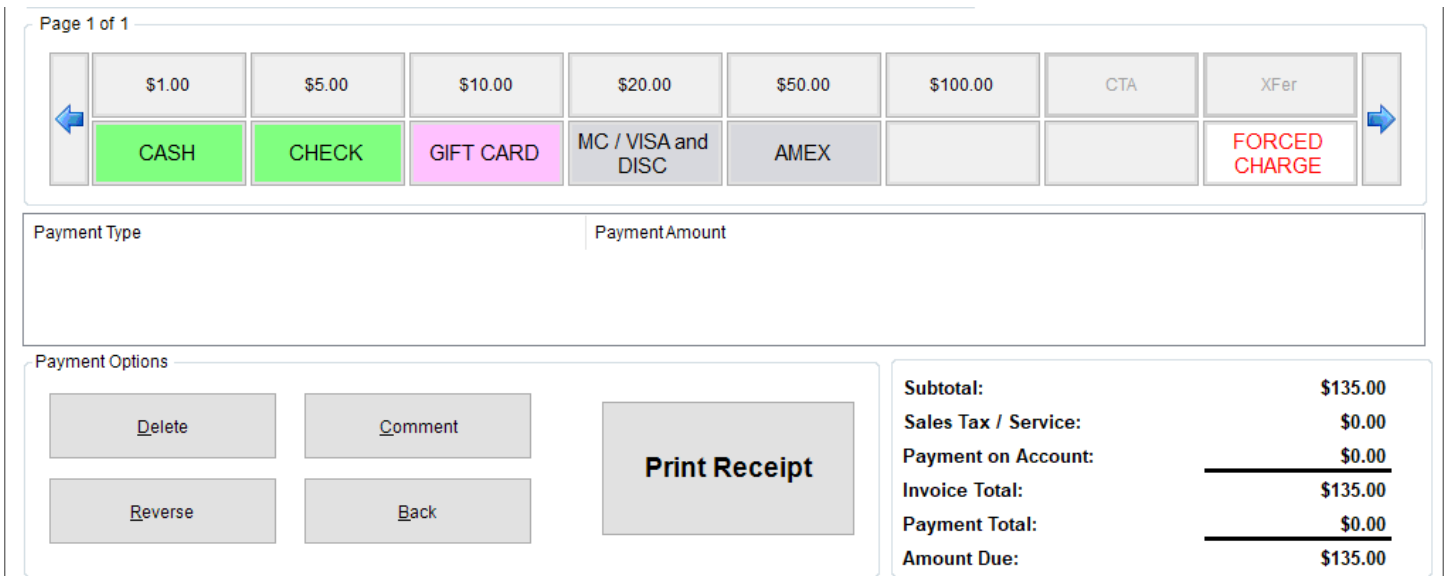
9. Click on the Comment key and enter the following information:

- Main Member's First and Last Name
- Membership Offer
- Membership Type Abbreviated (Examples 125-GFI/120-GFF/126-GFC/2012-GFI/etc)
- Your Initials
- Notes regarding any fees owed at joining but NOT COLLECTED (Example: If your manager has approved the FC Fee or Pro-Rated dues be added the members first billing include a note "Please bill FC Fee" and Delete the FC Fee Item or "Please bill Pro-Rated Dues" and Delete the Dues Item.)



10. Click on Payments key then select the appropriate payment type.

- **DO NOT** select FORCED CHARGE. If are not collecting anything from the member at joining, follow instructions for a New Member \$0 payment.
- Alternatively, if a \$0 Enrollment offer with \$0 dues owed at joining and FC Fee waived or deferred to the first billing you should still complete steps 1 & 2 posting the Enrollment and Discount leaving the Amount Due \$0. Since no payment needs to be collected you can simply press Print Receipt to complete the transaction.



Payment Type	Payment Amount

Payment Options	
Delete	Comment
Reverse	Back
Print Receipt	

Subtotal:	\$135.00
Sales Tax / Service:	\$0.00
Payment on Account:	\$0.00
Invoice Total:	\$135.00
Payment Total:	\$0.00
Amount Due:	\$135.00

DO NOT use the Line Items **Discount key** (bottom left of POS screen) to discount any new member transaction. Always use the appropriate quick keys and edit the price as needed 😊