

Membership Staff: Posting New Member Transactions in POS

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
- Fairbanks – F999999
- Juneau – JV9999

POS, Workstation: FS_POS, Operator: Elisa Samuelson

File Actions Help

Find Member Clear Member Logout

Member Information

Search

Account No.: F999999

Last Name: Payments

First Name: Snooze

Account No.: F999999

Status: Active

Relationship: Main

Snooze Payments

997 - Charge Only

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TANNING Hydro Massage Non Memb DRINKS SNACKS

GUEST FEES MEMBERSHIP SWIM

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

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MEMBERSHIP

ENROLLMENT FEES ENROLLMENT DISCOUNT MONTHLY DUES FITNESS CONSULTATION

New Member \$0 Payment

3. Click on ENROLLMENT FEES, then select the Membership Type for your member.

- M2M Note: If a No Commitment Membership DO NOT post full enrollment and a discount. Instead, you will highlight the Enrollment Fee and Edit the price to the Net amount due for Enrollment then skip instruction #4 (Examples: If No Commitment Offer Enrollment is \$20 edit the price of a Gold Fitness Family from \$299 to \$20. If Enrollment offer is \$ then DO NOT POST any enrollment and go directly to Instruction #5 to post dues.)

Select From Product List

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ENROLLMENT FEES

Gold Family Silver Couple

Gold Couple Silver Individual

Gold Individual

Gold Jr. Racquetball

4. Click on MEMBERSHIP again then ENROLLMENT DISCOUNT. Highlight the Discount and Click on Edit key. Change the price to match the sales offer discount.

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MEMBERSHIP

ENROLLMENT FEES ENROLLMENT DISCOUNT MONTHLY DUES FITNESS CONSULTATION New Member \$0 Payment

Item Code	Description	Salesperson	Quantity	Price	Amount
0601	F - Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0620	F - Enrollment Discount		1	\$0.00	\$0.00

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: \$299.00
Sales Tax / Service: \$0.00
Payment on Account: \$0.00
Invoice Total: \$299.00

cs) Edit Data Line

Description: F - Enrollment Discount

Salesperson: [X]

Quantity: 1

Price: 279.00

OK Cancel Manager

5. Click on MEMBERSHIP then MONTHLY DUES. Select the Membership Type for your member.

- If No Commitment Membership: Be sure to use the membership types to the Right side described as M2M.

cs) Select From Product List

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MONTHLY DUES

Gold Fitness Family Gold Racquetball Family Silver Fitness Couple M2M Gold Fitness Family M2M Gold Rball Family M2M Silver Fitness Couple

Gold Fitness Couple Gold Racquetball Couple Silver Fitness Individual M2M Gold Fitness Family M2M Gold Rball Couple M2M Silver Fitness Individual

Gold Fitness Individual Gold Racquetball Individual M2M Gold Fitness Individual M2M Gold Rball Individual

Gold Single Parent Gold Racquetball Single Parent M2M Gold Single Parent M2M Gold Rball Single Parent

- Highlight the Dues and Click on the Edit key. Change the price to match the Pro-Rated Dues owed at joining.

TANNING Hydro Massage Non Memb DRINKS SNACKS Play Center Club Revenue Proshop

GUEST FEES MEMBERSHIP SWIM New Member \$0 Payment DVD Rentals Membership Plus

Item Code	Description	Salesperson	Quantity	Price	Amount
0601	F - Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0620	F - Enrollment Discount		1	\$279.00	(\$279.00)
0720	F - Gold Fitness Family		1	\$170.00	\$170.00

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: \$190.00
Sales Tax / Service: \$0.00
Payment on Account: \$0.00
Invoice Total: \$190.00

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

- If sold between the 22-31 of the month, and full next month dues also owed at joining go back into MEMBERSHIP/MONTHLY DUES and add a second dues charge for a full month dues unedited.

6. Click on FITNESS CONSULTATION then click OK when the Series Sale Item Entry window appears.

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
0601	F - Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0620	F - Enrollment Discount		1	\$279.00	(\$279.00)
0720	F - Gold Fitness Family		1	\$85.00	\$85.00
FFTC001	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: \$135.00 Sales Tax / Service: \$0.00 Payment on Account: \$0.00 Invoice Total: \$135.00
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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.

- 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
0601	F - Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0620	F - Enrollment Discount		1	\$299.00	(\$299.00)
0720	F - Gold Fitness Family		1	\$85.00	\$85.00
FFTC001	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
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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 skip #6 or "Please bill Pro-Rated Dues" and skip #5.

cs) Comment

Comment
John Smith October Offer 120-GFF es

OK
Cancel

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.

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\$1.00	\$5.00	\$10.00	\$20.00	\$50.00	\$100.00	CTA	XFer
CASH	CHECK	GIFT CARD	MC / VISA and DISC	AMEX			FORCED CHARGE

Payment Type	Payment Amount

Payment Options

Delete	Comment	Print Receipt
Reverse	Back	

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 😊