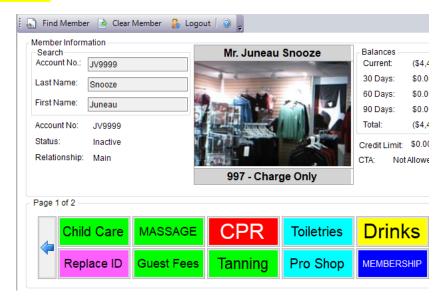
## **Membership Staff: Posting New Member Transactions in POS**

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

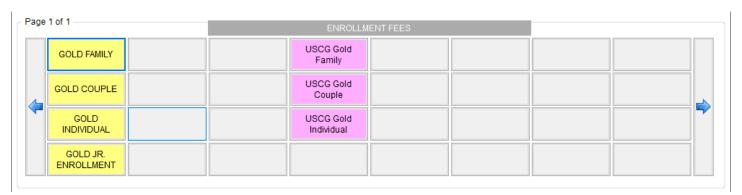
- Enter Snooze Account # under Member Information
  - Anchorage 099999
  - Fairbanks F999999
  - Juneau JV9999



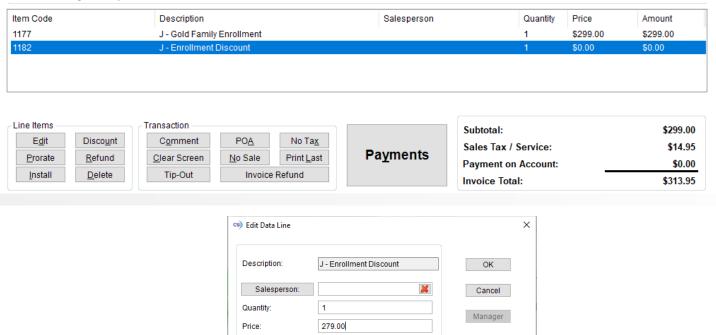
2. Click on the MEMBERSHIP key to Access the Membership Quick Keys.



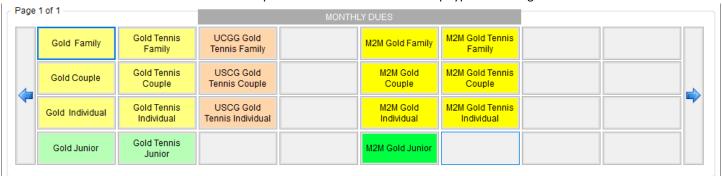
- 3. Click on ENROLLMENT FEES, then select the Membership Type for your member.
  - M2M Note: If a No Commitment Membership DO NOT post full enrollment and a discount. Instead, you will
    highlight the Enrollment Fee and Edit the price to the Net amount due for Enrollment then skip instruction #4
    (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.)



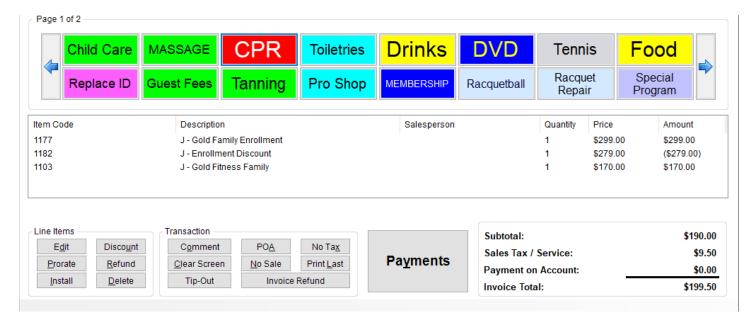
4. Click on MEMBERSHIP again then ENROLLMENT DISCOUNT. Highlight the Discount and Click on Edit key. Change the price to match the sales offer discount.



- 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.



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



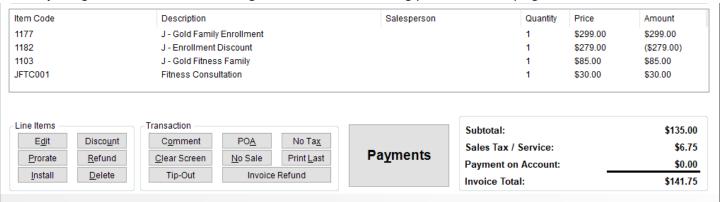
In Example below the price has been edited for a membership signed up on the 15<sup>th</sup> owing for 15-30<sup>th</sup> of the
month



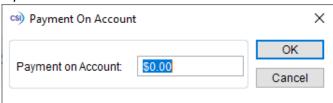
- If sold between the 22-31 of the month, and full next month dues also owed at joining go back into MEMBERSHIP/MONTHLY DUES and add a second dues charge for a full month dues unedited.
- 6. Click on FITNESS CONSULTATION then click OK when the Series Sale Item Entry window appears.



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.



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.

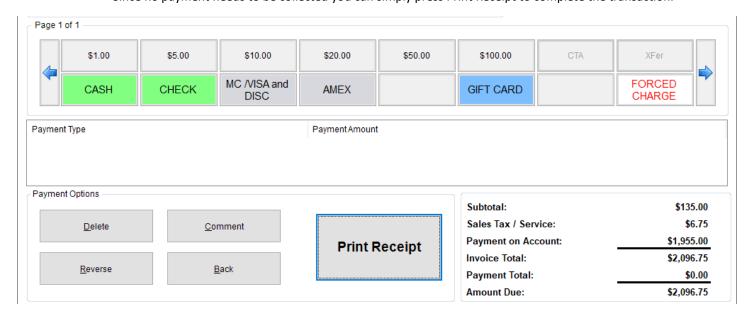
| Item Code | Description                | Salesperson | Quantity | Price    | Amount     |
|-----------|----------------------------|-------------|----------|----------|------------|
| 1177      | J - Gold Family Enrollment |             | 1        | \$299.00 | \$299.00   |
| 1182      | J - Enrollment Discount    |             | 1        | \$279.00 | (\$279.00) |
| 1103      | J - Gold Fitness Family    |             | 1        | \$85.00  | \$85.00    |
| JFTC001   | Fitness Consultation       |             | 1        | \$30.00  | \$30.00    |
|           |                            |             |          |          |            |



- 9. Click on the Comment key and enter the following information:
  - Main Member's First and Last Name
  - Membership Offer
  - Membership Type Abbreviated (Examples 2012-GFI/2014-GFF/2013-GFC/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.



- 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.



**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  $\bigcirc$ 

## JUNEAU ONLY SPECIAL INSTRUCTIONS FOR NON-TAX MEMBERS ONLY:

On the rare occasion that we do have a member eligible to sign up under a Non-Taxed membership there are quick keys set up for Enrollment – Discount – Dues – Fitness Consultation under the RED Non-TAX quick key to the far left under MEMBERSHIP.

