

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

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

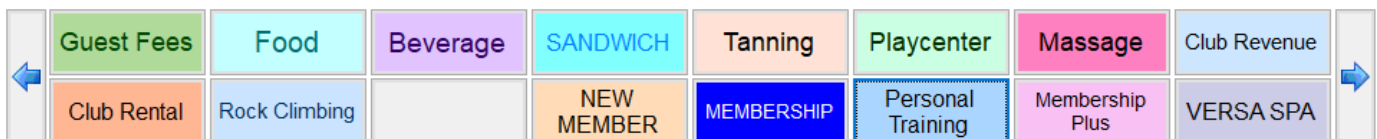
Status: Active

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.

Page 1 of 2

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 145-Gold Rball Family

120-Gold Fitness Family (M2M) 125-Gold Fitness Individual (M2M) 135-Gold Fitness Single Parent (M2M) 115-Gold Tennis Individual (M2M) 130-Gold Tennis Single Parent (M2M) 145-Gold Rball Family (M2M)

Page 2 of 2

MEMBERSHIP

150-Gold Rball Individual 134-Gold Junior Rball 133-Gold Rball Single Parent 450-Platinum Fitness Family 451-Platinum Fitness Individual 452-Platinum Fitness Couple New Member \$0 Payment

150-Gold Rball Individual (M2M) 134-Gold Junior Rball (M2M) 450-Platinum Fit Family (M2M)

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.

Page 1 of 2

Guest Fees	Food	Beverage	SANDWICH	Tanning	Playcenter	Massage	Club Revenue
Club Rental	Rock Climbing		NEW MEMBER	MEMBERSHIP	Personal Training	Membership Plus	VERSA SPA

Item Code	Description	Salesperson	Quantity	Price	Amount
0151	V - Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0170	V - Enrollment Discount		1	\$299.00	(\$299.00)
0309	V-Gold Fitness Family		1	\$170.00	\$170.00
FTC002	V - 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:

V-Gold Fitness Family

OK

Salesperson:

✖

Cancel

Quantity:

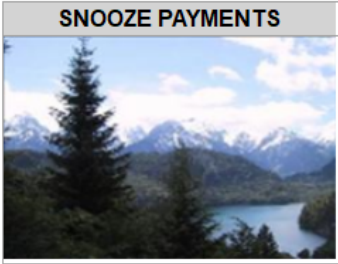
1

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 (VM0209) 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: (\$14,364.95) 30 Days: \$0.00 60 Days: \$0.00 90 Days: \$0.00 Total: (\$14,364.95) Credit Limit: \$300.00 CTA: Not Allowed	Item Selection Salesperson: ✖ Date: 2/20/2023 Search By: Item Code Item Search: Series Sales Gift Card Item Search Tip
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Page 1 of 2

Guest Fees	Food	Beverage	SANDWICH	Tanning	Playcenter	Massage	Club Revenue
Club Rental	Rock Climbing		NEW MEMBER	MEMBERSHIP	Personal Training	Membership Plus	VERSA SPA

Item Code	Description	Salesperson	Quantity	Price	Amount
VM0309	V-Gold Fitness Family		1	\$64.00	\$64.00
FTC002	V - 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
VM0309	V-Gold Fitness Family		1	\$64.00	\$64.00
FTC002	V - Fitness Consultation		1	\$30.00	\$30.00
VM0309	V-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
0151	V - Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0170	V - Enrollment Discount		1	\$299.00	(\$299.00)
0309	V-Gold Fitness Family		1	\$85.00	\$85.00
FTC002	V - Fitness Consultation		1	\$30.00	\$30.00

Line Items	Transaction	Payments	Subtotal:	\$115.00		
Edit	Comment		POA	No Tax	Sales Tax / Service:	\$2.88
Prorate	Clear Screen		No Sale	Print Last	Payment on Account:	\$0.00
Install	Tip-Out		Invoice Refund		Invoice Total:	\$117.88
Discount						
Refund						
Delete						

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.

 **Payment On Account** ✕

Payment on Account:

- 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
0151	V - Enrollment Fee: Gold Family		1	\$299.00	\$299.00
0170	V - Enrollment Discount		1	\$299.00	(\$299.00)
0309	V-Gold Fitness Family		1	\$85.00	\$85.00
FTC002	V - Fitness Consultation		1	\$30.00	\$30.00

Line Items	Transaction	Payments	Subtotal:	\$115.00		
Edit	Comment		POA	No Tax	Sales Tax / Service:	\$2.88
Prorate	Clear Screen		No Sale	Print Last	Payment on Account:	\$2,004.87
Install	Tip-Out		Invoice Refund		Invoice Total:	\$2,122.75
Discount						
Refund						
Delete						

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.

Page 1 of 1

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

Payment Type	Payment Amount

Payment Options

Delete

Comment

Reverse

Back

Print Receipt

Subtotal:	\$115.00
Sales Tax / Service:	\$2.88
Payment on Account:	\$0.00
Invoice Total:	\$117.88
Payment Total:	\$0.00
Amount Due:	\$117.88

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