## **Family Membership Links**

- 1. Ensure everyone on the membership has a membership number (if they are not on the system add them via a quick add indoor PAYG
- 2. Open membership Management and search for the additional adult member / child
- 3. Click on the *link* button on the left

	t - Bann 100201 Eunice McMurran		
CLUB MANAGEMENT BYSTEMS	Member Data Agreement Account Details	Club Usage Credit Control Marketing	g Custom Data 📀 🎅 🄇
File 🙁	Member Detail     Member No: Bann 100201     Barcode: Bann 100201	Title:  Forename: Eunice	Gender: Female
Action Contraction	Home Club: Banbridge Leisure C.	Last Name: McMurran	Status: Active
Eink Eink ReActivate UnLink	Address Information Vicinities Information Address 1: [95, Barronstown Road Address 2: City: DRCMORE	Home Email Address: Employer: Occupation: Ethnic Origin:	emamurran@hotmai.co.uk _none-
Comms 🔕	County: Co. Down	Captured Date:	14/04/2019 Sign Date: 14/04/2019
Events	Postcode: BT25 INX Q P P V This is	he mailing address	Medica Info
Document 🖂 Email	Home: 02892693538	Marketing Source Marital Status:	e: Booking Quick Add
Accounts (3) Payment Charges Statement Four Billion	Mobile:         07412963479           Emergency 1         Emergency 2           Name:	CRM No: Referral ID: Source Member: Communication	Barn 100201
Acc Search Balance: £0.00	Active No Issues Bann100	Check In Note:  B-BLC-WRK-013 Banbridge LC	eunice.McMuri EPSON TM-T88V Receip

- 4. Follow the instructions in the wizard.
- 5. Enter the membership number of the Head member (This is the person who has paid for the membership) \*\* Always create a linked membership\*\*



6. Once you have *Finished* the wizard check the forward billing to ensure that the membership is only being collected once