

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

The screenshot shows the Legend Member Management interface for member Eunice McMullan (Member No: Bann100201). The interface includes a sidebar with an 'Action' menu where the 'Link' button is highlighted. The main area displays member details such as address, telephone numbers, and other information. The status bar at the bottom shows the member is active and has a balance of £0.00.

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**

The screenshot shows the Legend Member Management interface during the 'Identify New Parent Membership' wizard. The wizard prompts the user to select a parent membership to link the selected child member. A red circle highlights the 'This membership will be paid by:' field, and a red box highlights the radio button options: 'Create a linked membership' (selected) and 'Create an add-on membership'. The status bar at the bottom shows the member is active and has a balance of £0.00.

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