

# 1. Introduction

This guide provides a step-by-step instructions of ....

## 2. Getting Started

### 2.1 Login

### 2.2 Basic Settings

## 3. Staff Management

### 3.1 Create Membership Package

### 3.2 Create Principal Member Account

### 3.3 Assign Membership Package

### 3.4 Invoicing Members

### 3.5 Payment Options

### 3.6 Receipt

### 3.7 Create Sub Account

### 3.8 Assign Membership Card

## 4. Membership Management

## 5. Membership Renewal Reminder

## 6. Offline Reservation and Booking System

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