

# Management User Guide: Membership & Membership Price

## 1. Introduction

This guide is designed to help you seamlessly manage memberships and set pricing for your facility booking system. With a user-friendly approach, you'll find it simple to handle member accounts, subscriptions, and billing efficiently, ensuring a smooth experience for both management and customers.

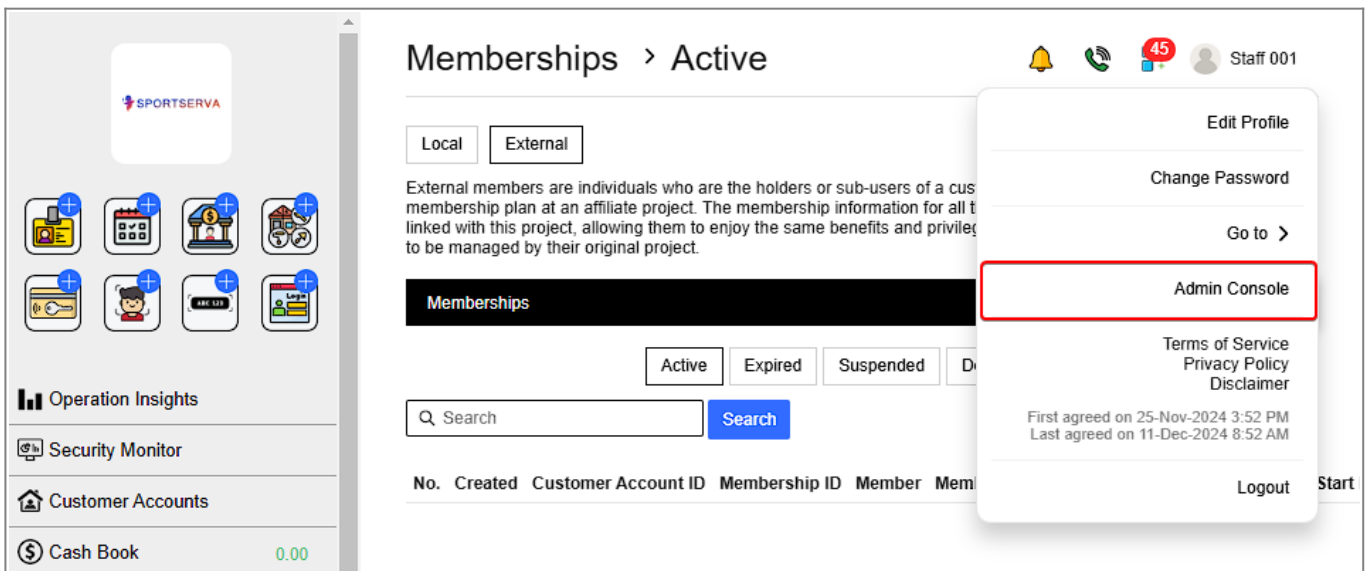
## 2. Membership Management

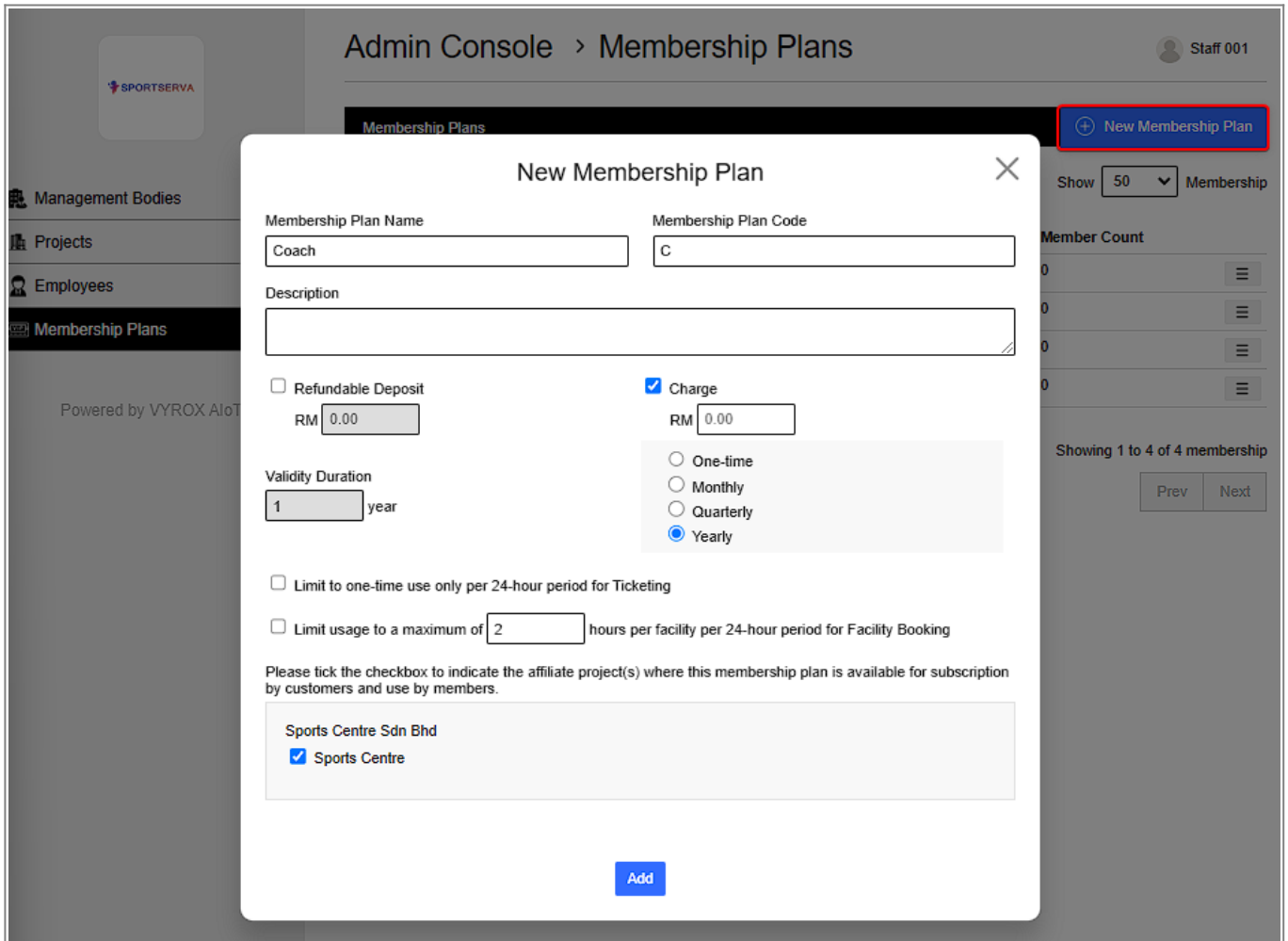
### 2.1. Add Membership Plan

Go to **Profile > Admin Console > Membership Plans > New Membership Plan**

Fill in details such as Membership Plan Name, Plan code and select charging rate, refundable deposit, validity duration and projects affiliated. The membership can

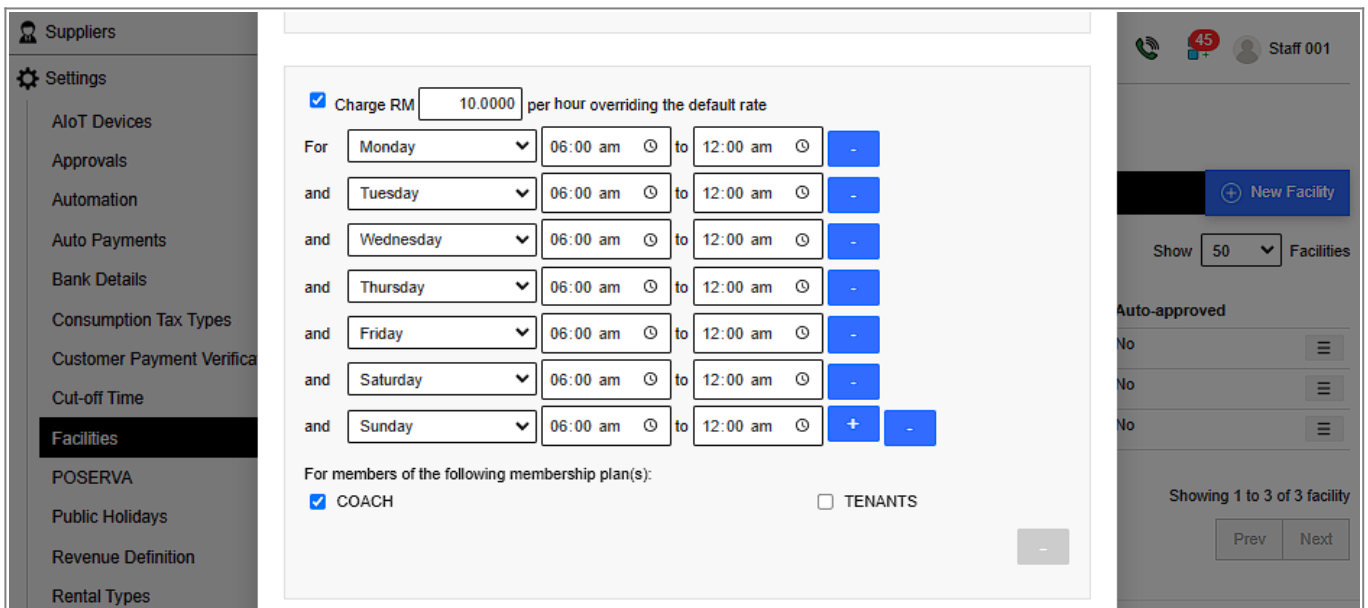
- Limit to one time use only per 24 hour period for ticketing
- Limit usage to maximum of selected hours per facility for Facility Booking





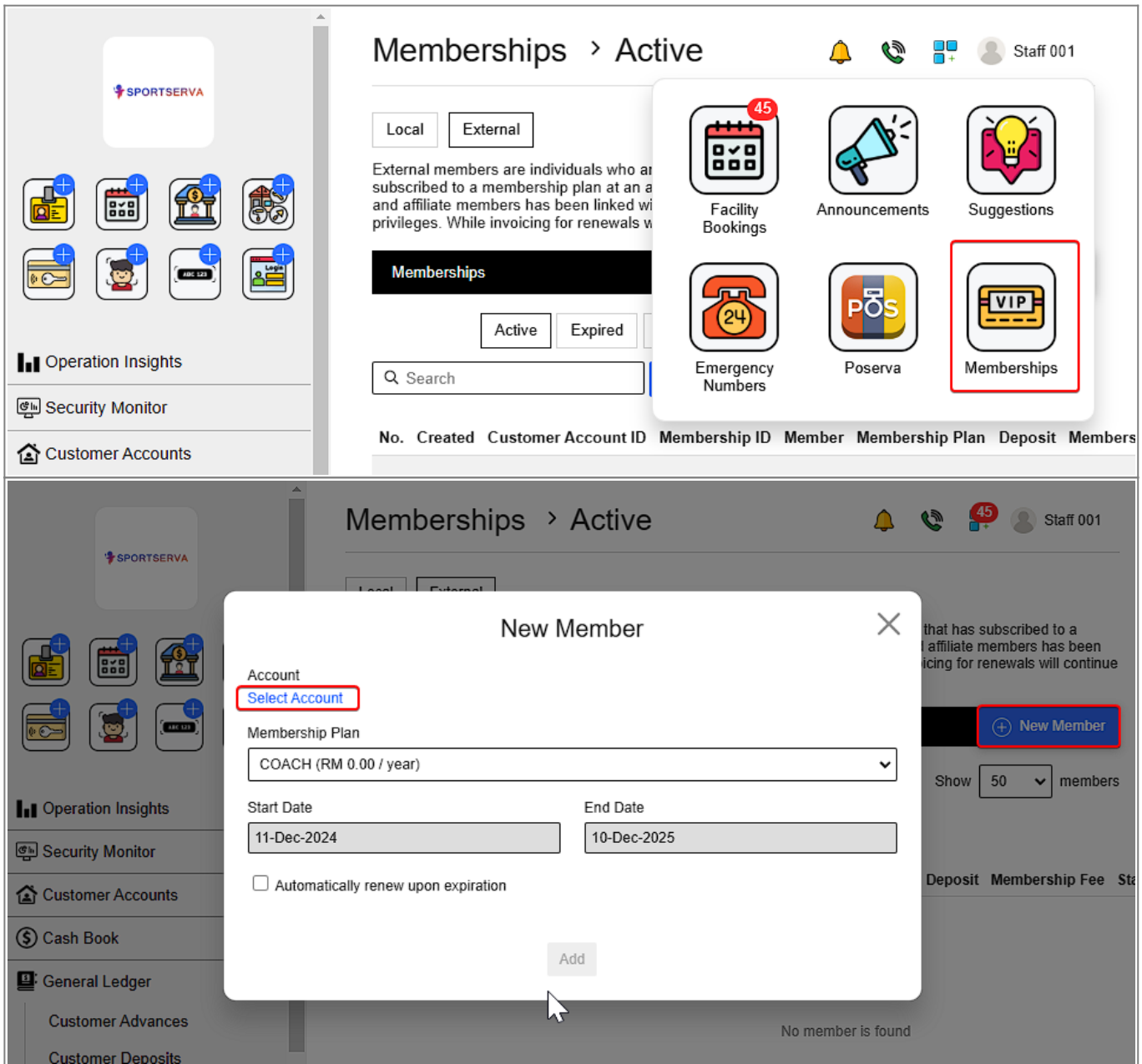
## 2.2. Membership Special Rate

Go to **Settings > Facilities > Select facility previously added > Edit > Tick checkbox and fill in membership plan , timing and prices** , for facility to charge membership special rate



### 2.3. Add customer As Members

Go to **More options > Memberships > New Member > Select account > Select membership plan > Select whether to automatically renew upon expiration > Add .**



### 2.4 Select An Account & Billing Information

**Existing Customer :** Can be search based on name , phone number or by catagory.

## Select A Customer Account



Active Accounts

Inactive Accounts

Q Unit / Lot / Name / Mobile / IC / Passport

Search

[+ Create New Customer Account](#)

Category	Account			
Unit (0)	PASC-1	PASC-2	PASC-3	PASC-4
Parking Lot (0)	PASC-5	PASC-6	PASC-7	PASC-9
<b>Business (50)</b> >	PASC-10	PASC-11	PASC-12	PASC-13
All (0)	PASC-14	PASC-15	PASC-16	PASC-17
	PASC-18	PASC-19	PASC-20	PASC-21
	PASC-22	PASC-23	PASC-24	PASC-25
	PASC-26	PASC-27	PASC-28	PASC-29

Select an account

### Display Preference

Hide the "Category" column and default to selecting the category of

- Property
- Parking Lot
- Business

### Account Selected

### Primary Contact Details

[Select](#)

**New customer :** Go to **Create New Customer Account > Fill in details** Details include :

- Full Name
- NRIC (National Registration Identity Card)
- Country of Nationality
- Phone number
- Email Address
- Date of birth
- Gender
- Customer Picture (upload)
- Picture of NRIC (upload)
- Customer 2 information (optional)

Customer Accounts > Active 🔔 📞 45 👤 Staff 001

**SPORTSERVA**

### New Customer Account

Category  
 Commercial

Customer 1 Information

Add an existing customer to this new customer account

Entity  
 Individual  Business

Full Legal Name

National Identification Number (eg. MyKad/NRIC No.)

Passport No.

Country of Nationality  
Malaysia

Mobile Phone No.

Alternative Contact No.

WhatsApp No.  
 [Same as Mobile No.](#)

Primary Email Address  
This is the "Username" for logging into SPORTSERVA User App

Alternative Email Address

Date of Birth

Gender  Male  Female  Prefer not to say

Profile Picture  NRIC (Front)  NRIC (Back)

Passport  Visa

Designate this individual as the primary contact for this customer account, responsible for receiving all corresponding official communications, including but not limited to announcements, updates, notifications, and essential documents

Customer 2 Information

Management can choose to **Create a SPORTSERVA user account** , generate a tempory password and send it along with the app user guide via email to all customer. This ensures customers can access their accounts securely, start using the system immediately, and understand its features without any confusion.

### Choose Membership Subscription:

This ensures that all customers and their sub-users under the same account can equally enjoy the full range of benefits and privileges, creating a unified and inclusive experience.

User Account

Create a SPORTSERVA user account, generate a temporary password, and send it along with the app user guide via email to all customers

Membership Subscription

All customers and their respective sub-users associated with this customer account will equally enjoy the full range of benefits and privileges

COACH

TENANTS

Finally Add **billing information** , **Remarks** and click **add** when finish to create account. After that ,

repeat the process of **Add customer as members** to finalize add customers to membership.

**Billing Information**

Bill To:  Primary Contact As Per Above  Another Individual  Another Business

Customer Full Legal Name  Mobile Phone No.

Billing Address Line 1

Billing Address Line 2

Billing Address Line 3

Postal Code  City/Town/Suburb/District

State/Province/Region  Country

Email Address  Tax Identification Number (TIN)

Remark

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