

FAQ | Membership Administration

Link Members to Create a Family and Set up Family Paying

1 [1]

1. From the main screen, select the member. Click on the tab “Labels”.

Customer Account...	C-Type	Sub type	Number	Title	Last Name	First name	Agegroup	Ehcap	Gender	Birthdate	Homeclub Name	Distance to club	Age	CustomerBal...
11498	Gast	Gast	11498		Diemer	Dagnar	JuSD	12,4	female	10/9/1971	Bad Abbach-Deutenhof, GC		43	0.00
10086	Gast	Gast	10086		Dierich	Jan		5,7	male					0.00
28	Mitglied	ord	67		Diest	Bernhard	SenH	7,7	male	1/23/1945	Test-GC Albatros	37.62658	70	0.00
29	Mitglied	ord	29	Dr.	Diest	Bernhardine	SenD	10,4	female	7/17/1950	Test-GC Albatros	34.13105	65	0.00
11171	Gast	Gast	11171		Dobrowolski	Jakob	Her	7,4	male	7/26/1992	Darmstadt Traisa, GC		23	0.00
11621	Gast	Gast	11621		Drerup	Katharina Antonia	Dam	3,3	female	2/12/1991	Altenhof, GC		24	0.00

2. Then click on the icon “New”. A new window will appear. You can now select the member you want to add as a family member. Use the “Membership type” filter options at the top and the options at the bottom to easily find the relevant member. Click on the member’s name in the list and click “Ok”.

Select customers

All
 Mitglied
 Ehemalige
 Gast
 Golf de France
 Interessent

C-Type	Number	Last Name	First name	Homeclub Name	Agegroup	Ehcap	Customer Account	AWS Name
Mitglied	99	Beckenbauer	Dolly	Test-GC Albatros	SenD	17,4	99	BBDo
Mitglied	131	Becker	Janine	Test-GC Albatros	Dam	---	131	BeckerJa
Mitglied	15	Becker	Barbara	Test-GC Albatros	JuSD	11,5	15	BeckerBa1
Mitglied	18	Becker	Elena	Test-GC Albatros	JuB	14,7	18	BeckerEl1
Mitglied	14	Becker	Boris	Test-GC Albatros	JuSH	9,4	14	BeckerBo1
Mitglied	12	Becker	Noahh	Test-GC Albatros	JunH	15,9	12	BeckerNo1
Mitglied	30	Betz	Thomas	Test-GC Albatros	JuSH	16,0	30	BetzTh1
Mitglied	137	Blascke	Bastian	Test-GC Albatros	Her	---	137	BlasckeBa
Mitglied	19	Bocklet	Frank	Test-GC Albatros	JuSH	4,6	19	BockletFr1
Mitglied	161	Bunot	Simone	Test-GC Albatros	SenD	22,7	161	BunotSi1
Mitglied	122	Ciesarek	Kai	Test-GC Albatros	Her	---	122	CiesarekKa
Mitglied	104	Desgranges	Christian	Test-GC Albatros	JuSH	24,0	104	Desgranges
Mitglied	41	Fischer	Ernst	Freudenstadt, GC	SenH	27,8	10008	FischerEr1
Mitglied	170	Garcia	Juan	Test-GC Albatros	JuSH	---	170	GarciaJu

Name: First name:
 Customer number: Club Name:
 Accountno: AWS Name:

67 records ADMINISTRATOR

3. Next select the member that will be the head of the family and click the “Family Head” button.
4. Finally, click on “Family paying” so that all members display a “Yes” in the column “FamilyPaying”. Now, only the head of the family will be invoiced.

Members - Customers

Customer number: 67 Mitglied - ord Homeclub: Test-GC Albatros Birthdate: 1/23/1945
 Name: Diest Agegroup: SenH Exact Handicap: 7,7
 First name: Bernhard PHCP home course: 8

Family Relation

Family state	Number	Name	First name	Birthdate	FamilyPaying	Order in company	Function in company
Head	67	Diest	Bernhard	1/23/1945	Yes	1	
Member	29	Diest	Bernhardine	7/17/1950	Yes	2	
Member	50007	Acker	Wendelin	4/27/1953	Yes	3	
Member	10431	Beck	Rudolf	8/8/1940	Yes	4	

Function in company: