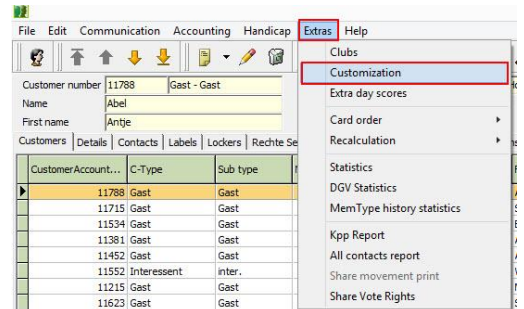


FAQ | Membership Administration

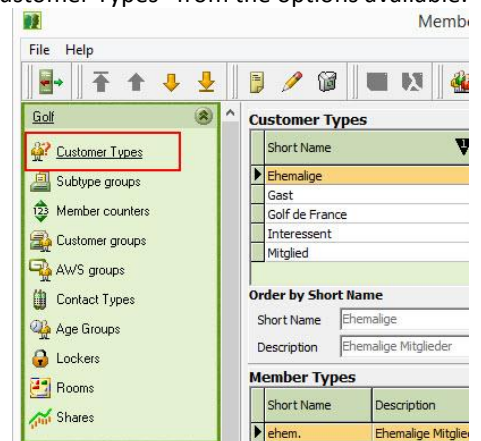
Create a New Customer Type

1 [1]

1. On the menu bar, click on “Extras”. Choose “Customization” from the list.



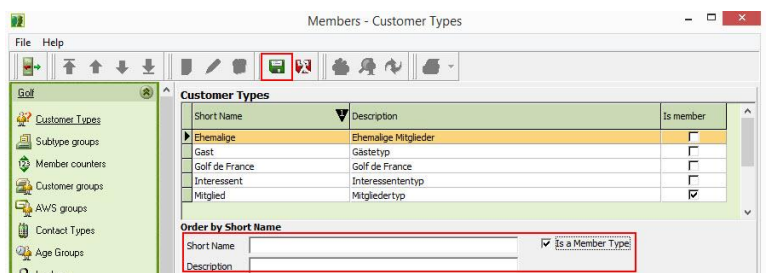
2. A new window will appear. In the top left corner, under “Golf”, choose “Customer Types” from the options available.



3. Under the “Customer Types” heading, click anywhere in the box to highlight the area and click on the “New” icon on the toolbar.



4. You will now be asked to enter a “Short Name” and a “Description” for the customer type. There is also a check box called “Is a Member Type” that should be clicked if the customer type is a golf member and has a handicap.



5. After entering this info, click “Save”.