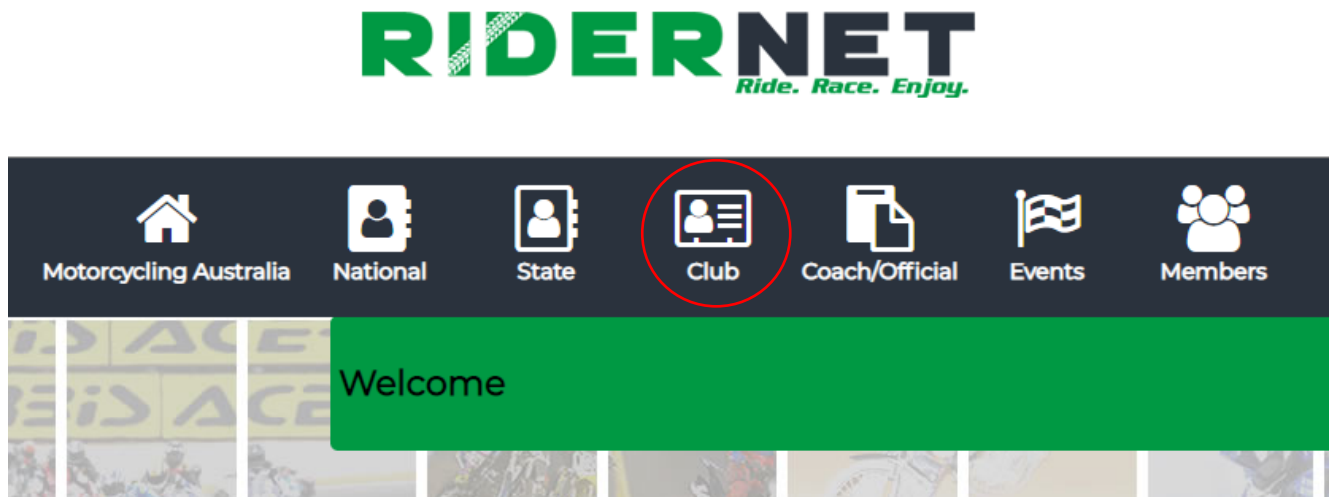


How to set up Club Memberships

Log into Club section -

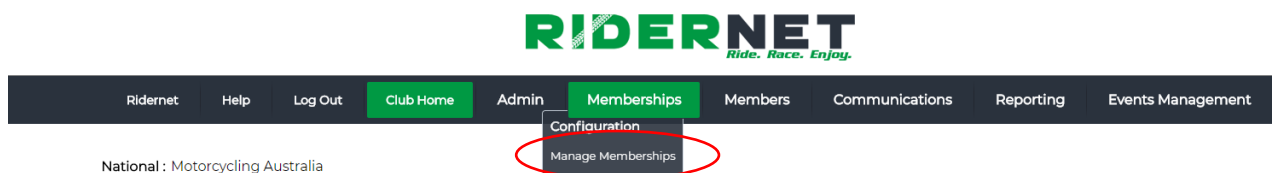
[https://osm-ma.omnisportsmanagement.com/Club/\(S\(iww5ceups0x5r4paz03qkizc\)\)/Club_RespLogin.aspx](https://osm-ma.omnisportsmanagement.com/Club/(S(iww5ceups0x5r4paz03qkizc))/Club_RespLogin.aspx)



Log into **Club section** with your club admin username and password

Setting up your Membership Types

1. Click on **Memberships > Manage Memberships**



2. Set up the year by clicking on - **Add year**
- answer the questions when prompted

Membership Year : 2018

Add Year

3. Set up the fee's by clicking on - Manage Fee Categories

Manage Fee Categories

Add New Membership Category

Copy Membership Categories

4. Set up your memberships by clicking on – Add New Membership Category

Manage Fee Categories

Add New Membership Category

Copy Membership Categories

Before you make your memberships go live you need to make sure any current members have been added/imported into Ridernet.

Add Membership

Membership Details

Membership Year: 2018

Membership Name:

Description:

Membership Period: From: 01-Jan-2018 To: 31-Dec-2018

Registration Period: From: 01-Jan-2018 To: 31-Dec-2018

State Membership: Family Membership Current Fee \$0.00 [More Information](#)

Fee Category: Family Current Fee \$100.00

Is Rolling: Number Of Months:

Available Online: [More Information](#)

Voting Rights:

Active:

Advanced Fee Options

Fee Options: ProRata

Membership Period - This is the period the membership will be set up for

Registration period - This is the period that the membership will be available to purchase

Tick the Rolling membership box if your membership runs for 12 months from when they purchase it

Tick the Available Online and Active box when you want members to purchase it

Click Update

Then start on your next membership type.

View your club members or Add new ones



Ridernet Help Log Out Club Home Admin Memberships **Members** Communications Reporting Events Management

Nation: State: Motorcycling QLD Club: Moreton Districts Motocross Inc

WELCOME TO RIDERNET

Upcoming Event List

Members: View/Add Members, Import Members, Pending Members, Adjust Membership Dates

Financial: Transactions

To get a current members list

Filter by year (2018) > click on Current > click on Display

Click Export for the report to export to excel with the members details.

Import your current members list

The screenshot shows the RIDERNET website interface. The top navigation bar includes 'Ridernet', 'Help', 'Log Out', 'Club Home', 'Admin', 'Memberships', 'Members', 'Communications', 'Reporting', and 'Events Management'. The 'Members' menu is open, showing options: 'Members', 'View/Add Members', 'Import Members', 'Pending Members', and 'Adjust Membership Dates'. The 'Import Members' option is circled in red. On the left, the club information is displayed: 'National: Motorcycling Australia', 'State: Motorcycling QLD', and 'Club: Moreton Districts Motocross Inc'. Below this is a 'WELCOME TO RIDERNET' message and a brief description of the system.

If your memberships to go to pending there will appear in here

This screenshot is identical to the previous one, but the 'Pending Members' option in the 'Members' dropdown menu is circled in red.

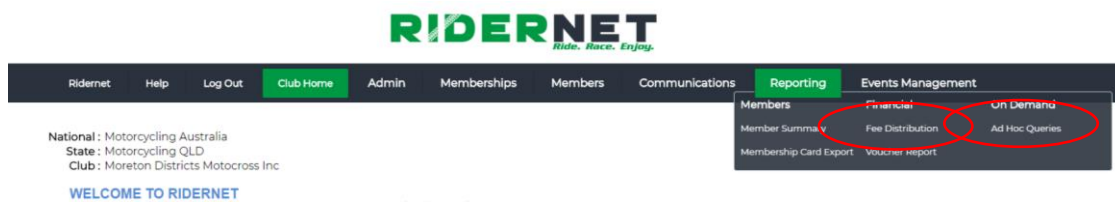
Financial transaction reports

The screenshot shows the RIDERNET website interface. The top navigation bar includes 'Ridernet', 'Help', 'Log Out', 'Club Home', 'Admin', 'Memberships', 'Members', 'Communications', 'Reporting', and 'Events Management'. The 'Financial' menu is open, showing options: 'Financial', 'Transactions', 'Import Members', 'Pending Members', and 'Adjust Membership Dates'. The 'Transactions' option is circled in red. The rest of the page content is the same as in the previous screenshots.

To send emails to your members list

The screenshot shows the RIDERNET website interface. The top navigation bar includes 'Ridernet', 'Help', 'Log Out', 'Club Home', 'Admin', 'Memberships', 'Members', 'Communications', 'Reporting', and 'Events Management'. The 'Communications' menu is open, showing options: 'Keep In Touch', 'Create Emails', 'Email Results', 'Manage Communication', and 'Contacts Manager'. The 'Create Emails' option is circled in red. The rest of the page content is the same as in the previous screenshots.

To run numerous reports



- Fee Distribution report will give you how much your club has been transferred from Ridernet in a certain period
- Ad Hoc Queries has many reports (gender, age, suburb etc)
 - o “Membership List” is a good report from here