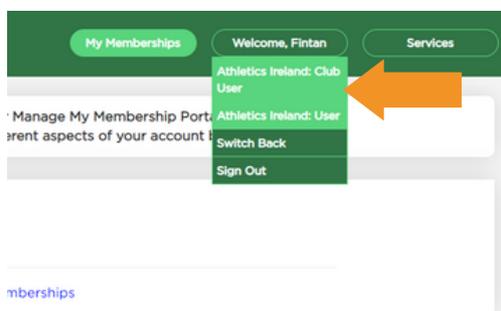


## New Membership - Price Override

Before a person has had their membership application approved, as Club Admin you have the option to change the amount to be paid to the Club.

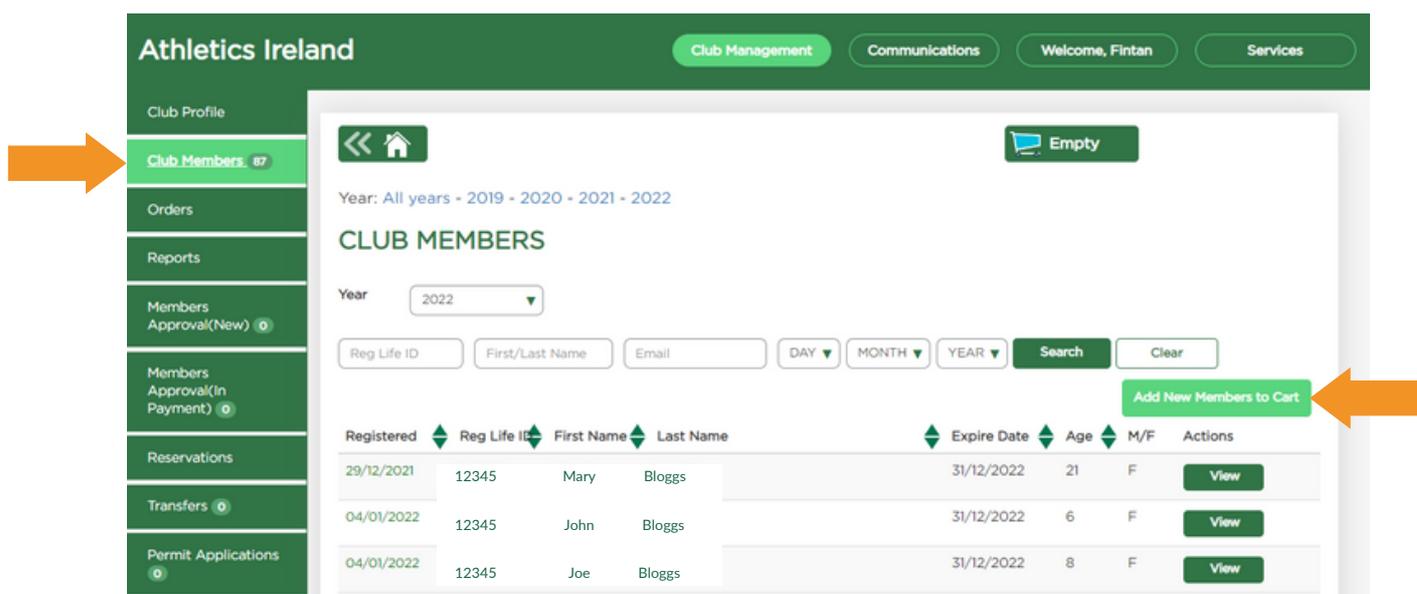
This can be done during adding a new member manually through the steps below or at the Membership Approval stage if the person has already applied themselves online (See 'Renewing Memberships - Price Override')

**1** Log in to Athletics Ireland membership system [HERE](#)



**2** Scroll over where it says Welcome NAME and select **Club User**

**3** Click on Club Members and Add new member on the right hand side.



**Athletics Ireland** Club Management Communications Welcome, Fintan Services

Club Profile  
**Club Members 87**  
Orders  
Reports  
Members Approval(New)  
Members Approval(In Payment)  
Reservations  
Transfers  
Permit Applications

Year: All years - 2019 - 2020 - 2021 - 2022

### CLUB MEMBERS

Year: 2022

Reg Life ID First/Last Name Email DAY MONTH YEAR Search Clear

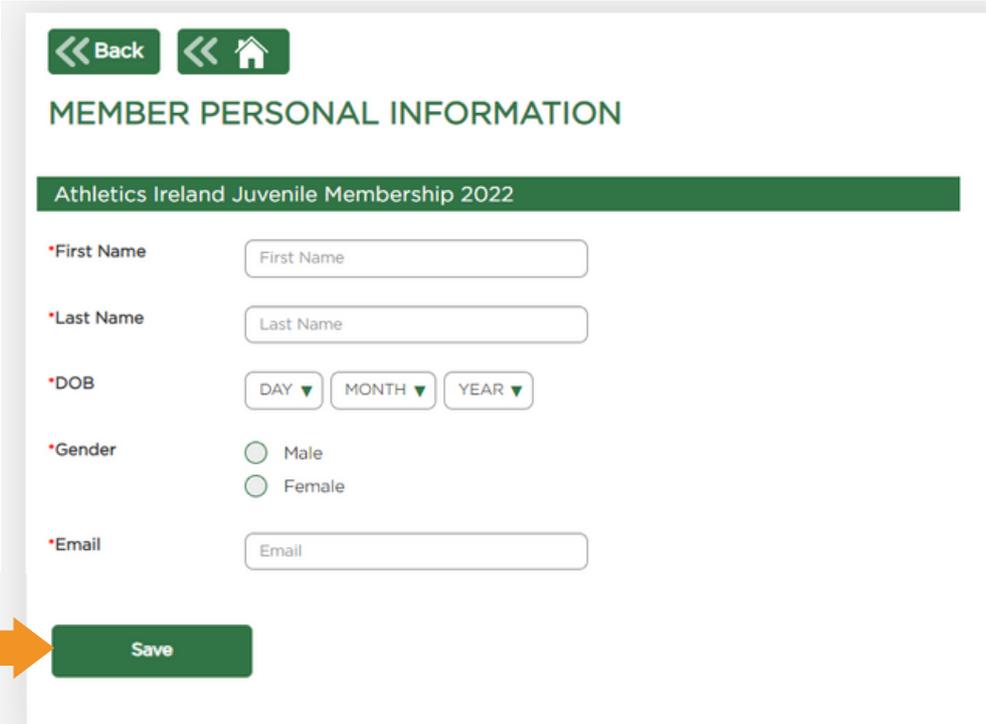
**Add New Members to Cart**

Registered	Reg Life ID	First Name	Last Name	Expire Date	Age	M/F	Actions
29/12/2021	12345	Mary	Bloggs	31/12/2022	21	F	<a href="#">View</a>
04/01/2022	12345	John	Bloggs	31/12/2022	6	F	<a href="#">View</a>
04/01/2022	12345	Joe	Bloggs	31/12/2022	8	F	<a href="#">View</a>

Continued on following page >>>

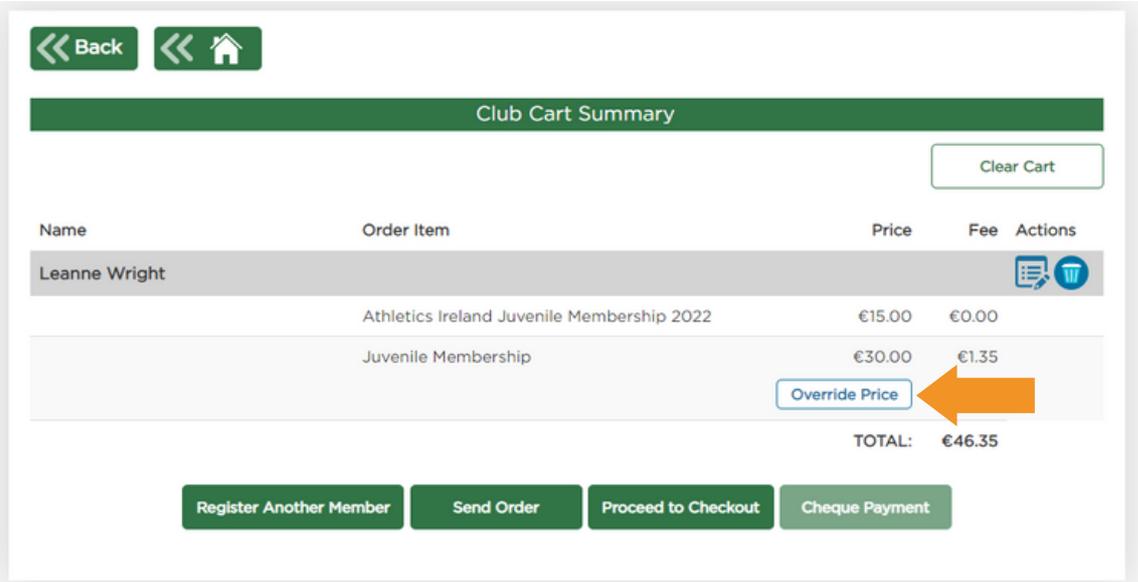
## New Membership - Price Override

- 4 Fill in the data form, scroll down to the bottom of the page and click save



The screenshot shows a web form titled "MEMBER PERSONAL INFORMATION" for "Athletics Ireland Juvenile Membership 2022". The form includes fields for First Name, Last Name, DOB (with DAY, MONTH, and YEAR dropdowns), Gender (with radio buttons for Male and Female), and Email. A green "Save" button is located at the bottom left, with an orange arrow pointing to it from the left.

- 5 To change the Club Price, select Override Price

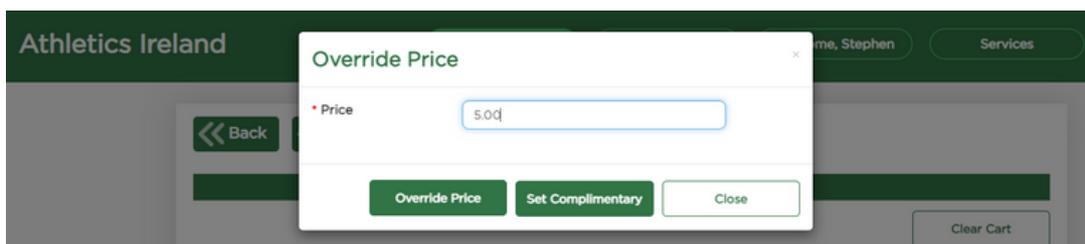


The screenshot shows a "Club Cart Summary" table. The table has columns for Name, Order Item, Price, Fee, and Actions. The first row is for "Leanne Wright" with "Athletics Ireland Juvenile Membership 2022" at a price of €15.00 and a fee of €0.00. The second row is for "Juvenile Membership" at a price of €30.00 and a fee of €1.35. An orange arrow points to a blue "Override Price" button next to the €30.00 price. Below the table, the total is €46.35. At the bottom, there are four buttons: "Register Another Member", "Send Order", "Proceed to Checkout", and "Cheque Payment".

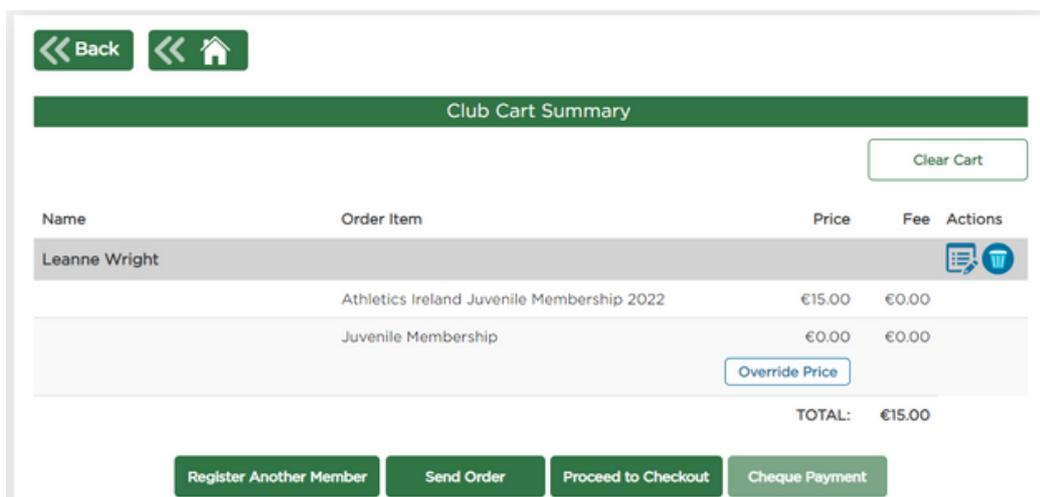
Name	Order Item	Price	Fee	Actions
Leanne Wright	Athletics Ireland Juvenile Membership 2022	€15.00	€0.00	 
	Juvenile Membership	€30.00	€1.35	<a href="#">Override Price</a>
TOTAL:		€46.35		

## New Membership - Price Override

- 6** Enter in the replacement price and select **Override Price**, or put the Club Membership as Set Complimentary if zero.



- 7** The new price will then appear in the club membership and you can opt to send a payment link to the customers email by selecting Send Order or enter in card details manually by proceeding to checkout.



- 8** The order will now appear in the **Orders Sent for Payment** section.

