Signing Up New Member

- Sign Up New Member - Admin view
- Online (self) Sign Ups

Sign Up New Member - Admin view

Location: Members/Sign Up New Member, and Everyday/Sign Up New Member

Standard Fields

This is one of the more standard views of the Sign Up page, as viewed by Admin. Many additional options can be turned on through Toy Library Settings. The Online Sign Up page is different and can be found here.

Signing up a Member needs at minimum a name (1), and a Member type (2). When the account is created, the amount charged is calculated based on the Member type selected.

The Email (and alternative email) (3) are used to create membership logins, and can only be used once (so you cannot have two memberships with the same email). If this email is changed, you will need to resend the Member's login details. If "email member on sign up" option in Toy library settings is turned on, these emails will be sent as soon as the create account button is pressed.

Suburb (5), and Discovery (4) methods are created in their respective locations in the Members Menu, and have associated reports.

Security Level (6) is the level of access this member will get (also known as Login Level), and can be changed later on.

Secondary contact (7) is used by some organisations to record an additional person associated with the account but not a borrower (such as an emergency contact, or perhaps a supervisor). It is not used anywhere else in SeTLS.

Sign up a new member

Names, contact and basic info

1 Parent/carer one first name

Parent/carer one last name

Parent/carer two first name

Parent/carer two last name

Drivers license number

3 Email

Email (alternative)

Street address

5 Suburb

If necessary, add new suburb in new tab

Mobile (primary)

Mobile (secondary)

Home phone

Member type

If necessary, add new member kind in new tab

2 1 Year Bulk

Discovery method

If necessary, add new discovery type in new tab

4 None

Contact details visible on volunteer calendar

Name visible on volunteer calendar?

Email visible on volunteer calendar?

Phone visible on volunteer calendar?

Date joined library

09-03-2022

Helmet waiver: Important!

Last signed on

09-03-2022

Security level

6 Normal (87 members)

7 Secondary contact

Name

Phone

Street address

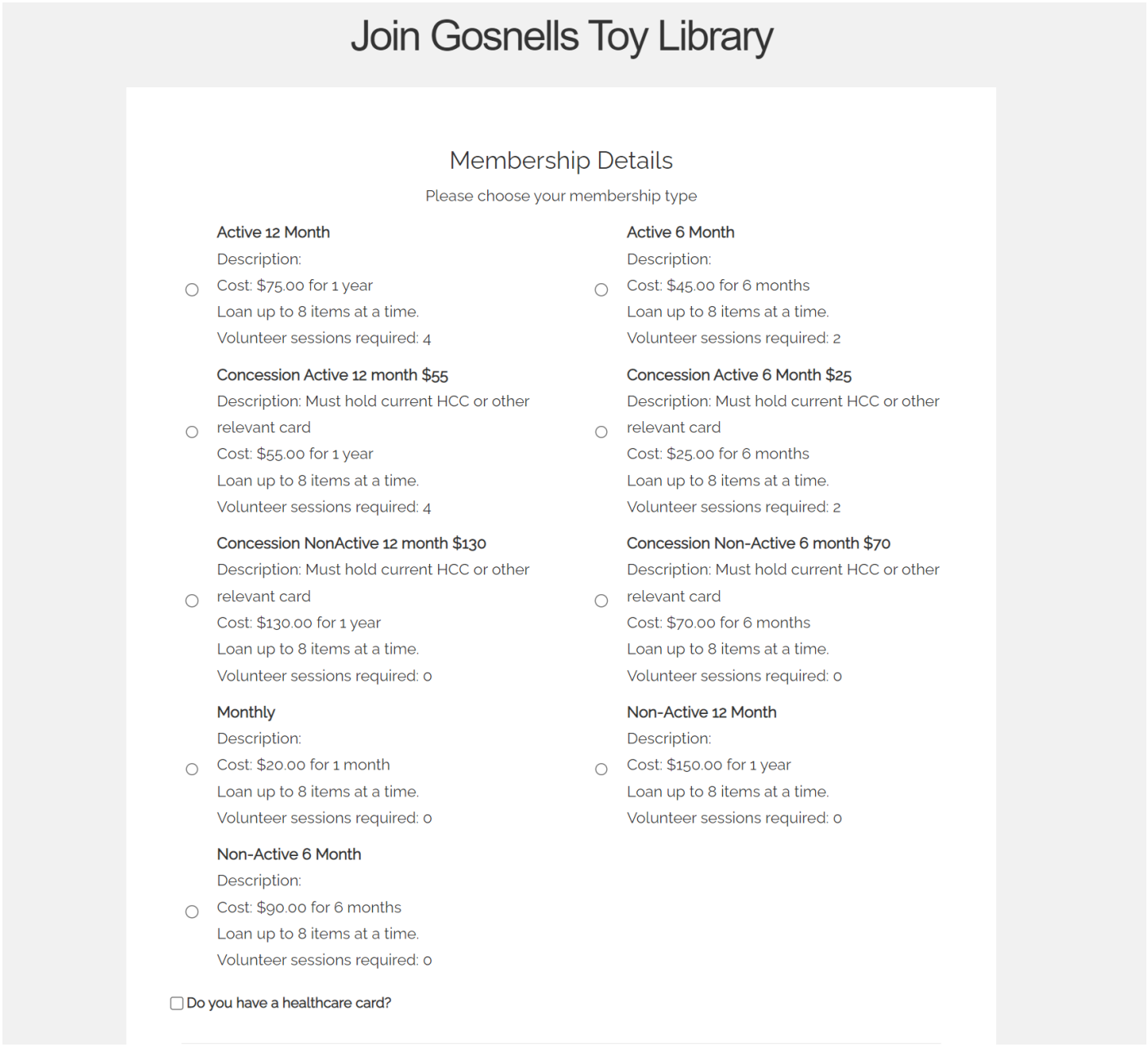
Online (self) Sign Ups

When "Members can sign up online?" is enabled in Toy Library Settings, a Join Here button will appear on the public home page banner.

Like with Admin sign up, the layout and flow of this page will vary depending on what member related options you have turned on.

First page will display all Member Types that are marked as "visible to public". If no Member Types are visible to public, a red error message will appear prompting the viewer to directly email the toy library.

A membership type must be selected to move to the next screen.



Next will be Member details, with whatever variations are configured in toy library settings. First and last name, and email are mandatory fields and must be filled in to progress.

Join Gosnells Toy Library

Member 1

* indicates required fields

First Name*

Last Name*

Email*

Mobile Number

Address

Suburb

Home phone

Drivers License

I consent to receiving SMS notifications

How did you hear about us?

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