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.

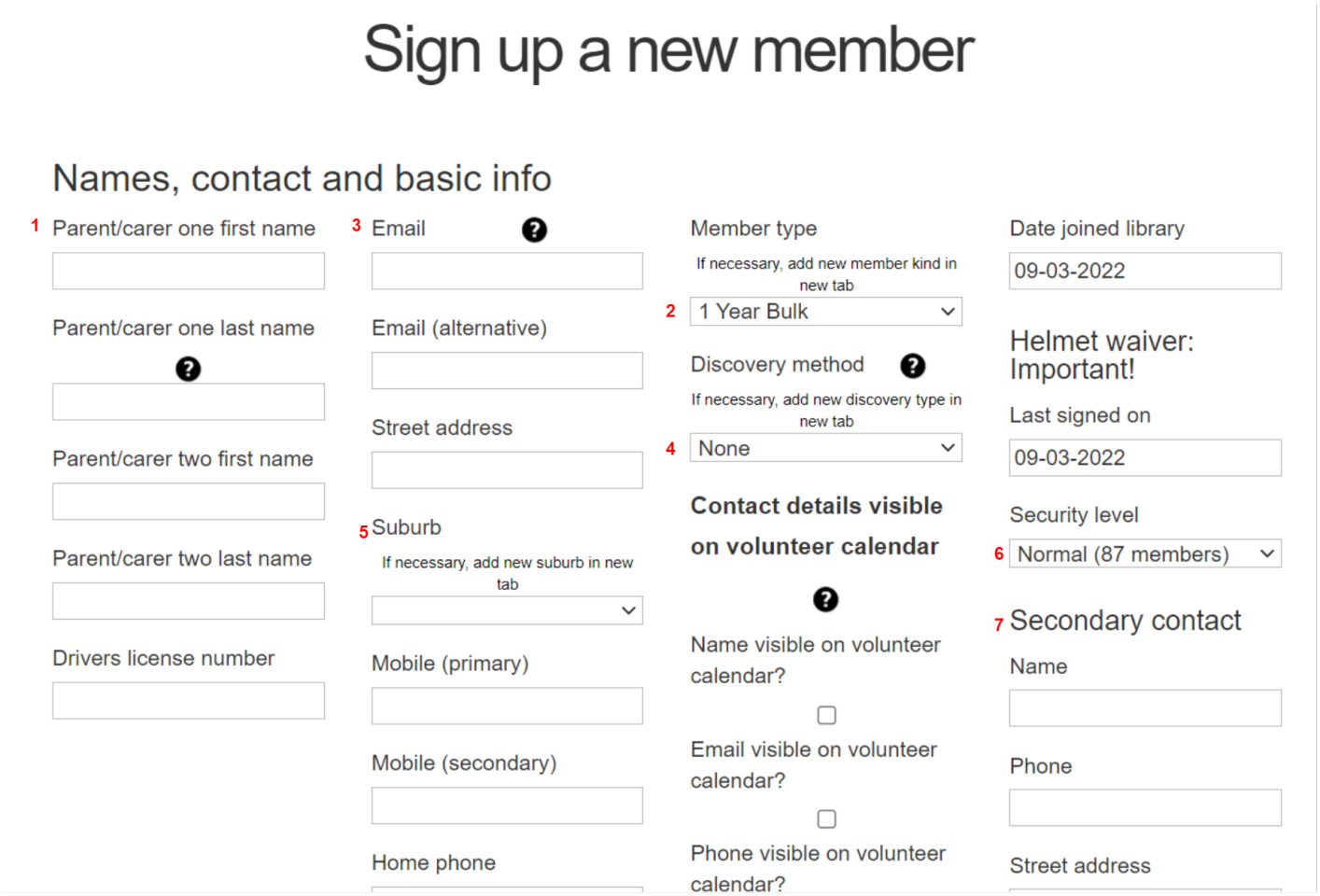
Signing up a Member needs at minimum a name (1), and a Member type (2). When the account is created, the amount charged is calculated based on the Member type selected.

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.



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