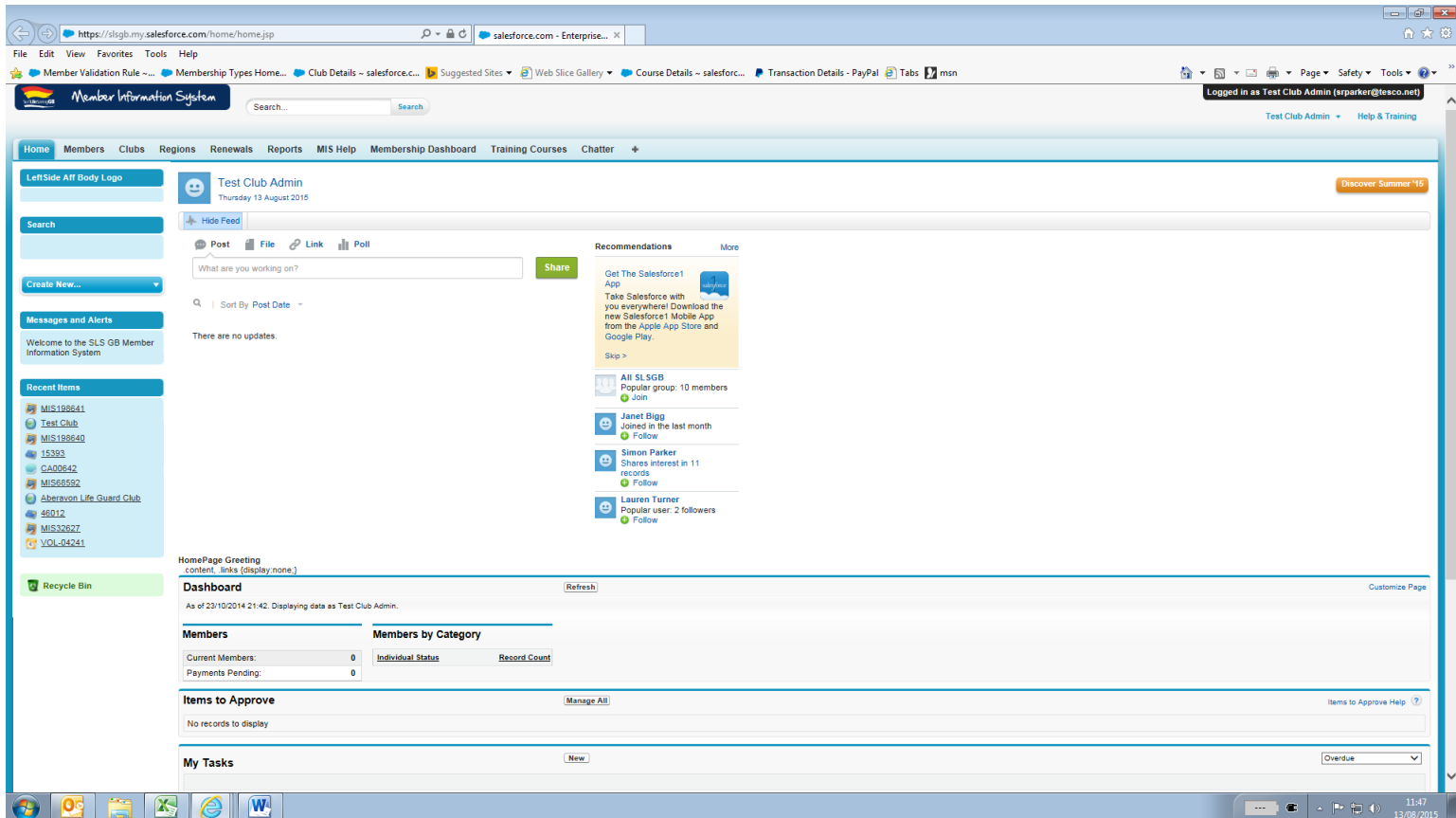


How to add a new member on the MIS...

When adding a new member within your club they will automatically become affiliated to your club.

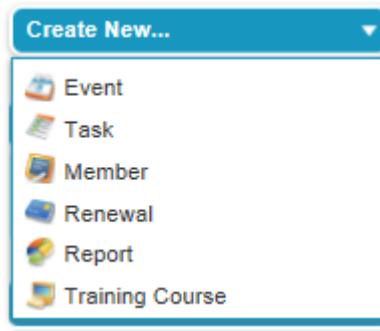
1. Log into your MIS access
2. You will need to go to this link to sign in ... <http://www.slsqb.org.uk/mis/> please choose membership database.
3. If any of your details are forgotten or you need help with your log in's SLSGB can reset this and help you with this please call 01392 369111 or email mail@slsqb.org.uk
4. Now you should be logged into the MIS which should look like this...



5. You will then need to click on arrow on the left hand side which says;



6. Once the drop down as opened you should see these options



7. Please pick member.
8. Now on the next screen you should have the membership form
9. You will need to fill in all the information; it will not let you save this without at least filling in the mandatory fields.

How to add a new member on the MIS...

10. If this will not save then you will get instructed at the top on what section still needs to be filled in.
11. Once filled in Press Save.
12. You will then have 2 options which should be. **View new member record** or **Take out subscription for new member**

Congratulations - you have successfully created a new Member record for Lottie Test Braithwaite Test

To make this a current membership, you need to take out a Subscription with an Affiliation body.

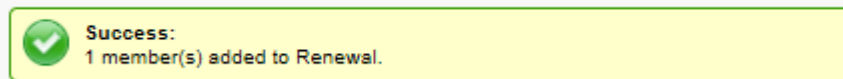
[View new Member record](#) [Take out Subscription for new Member](#)

13. If you get another option which states that there is already someone with these details please then contact the office 01392 369111 as we can resolve this by cloning all records together. Some people may have had records a long time ago and have forgotten.
14. If you then want to make the new member valid please choose **Take out Subscription for new member**
15. This will take you to our renewal page.
16. Check that the correct members name is showing up and is ticked on the side, just like this

<input type="checkbox"/>	Group	Mem #	Name	Club
<input checked="" type="checkbox"/>		285497	Lottie Test Braithwaite Test	Individual HQ

Page 1 of 1 in 1 Results [Previous](#) | [Next](#)

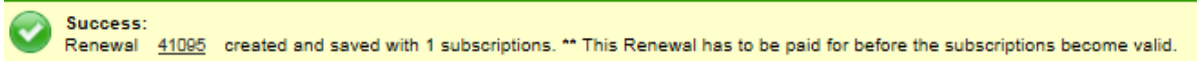
18. You will also see the new member's membership number which has now been created.
19. To the right you will need to JUST select the membership type which will be SLSGB-individual membership 2016-£25.00.
20. Now select **add selected to batch**
21. The will then be added to the top screen you will know if it has worked because you will get a message



22. If you would like to pay straight away click **create renewal for selected member and pay**
23. If not click **save renewal** and you can then find this saved to your renewals.

Paying straight away

24. Once saved another message will come up including the renewal number.



25. As you will see the number is under lined (e.g. 41095)
26. Click on the number
27. Now you will be on the renewal screen
28. When you're on this screen to pay you will need to click on **Pay Subscriptions**

[Edit](#) [Edit Renewal Members](#) [Pay Subscriptions](#) [Create New Renewal](#)

29. This will now open the payment screen where you go through to choose your method of payment and this will direct you through until all paid.
30. You will now have a new member with a valid subscription.
31. Once it's been paid and valid the new member will receive their membership card electronically.