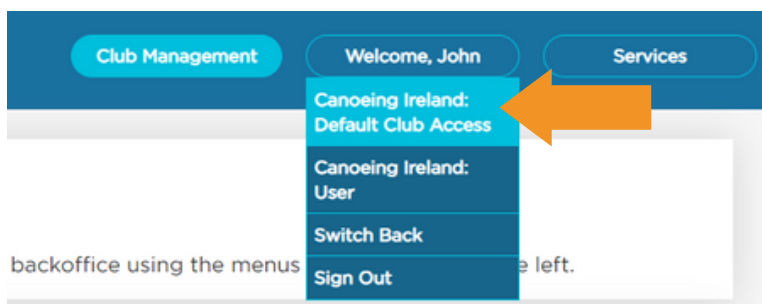
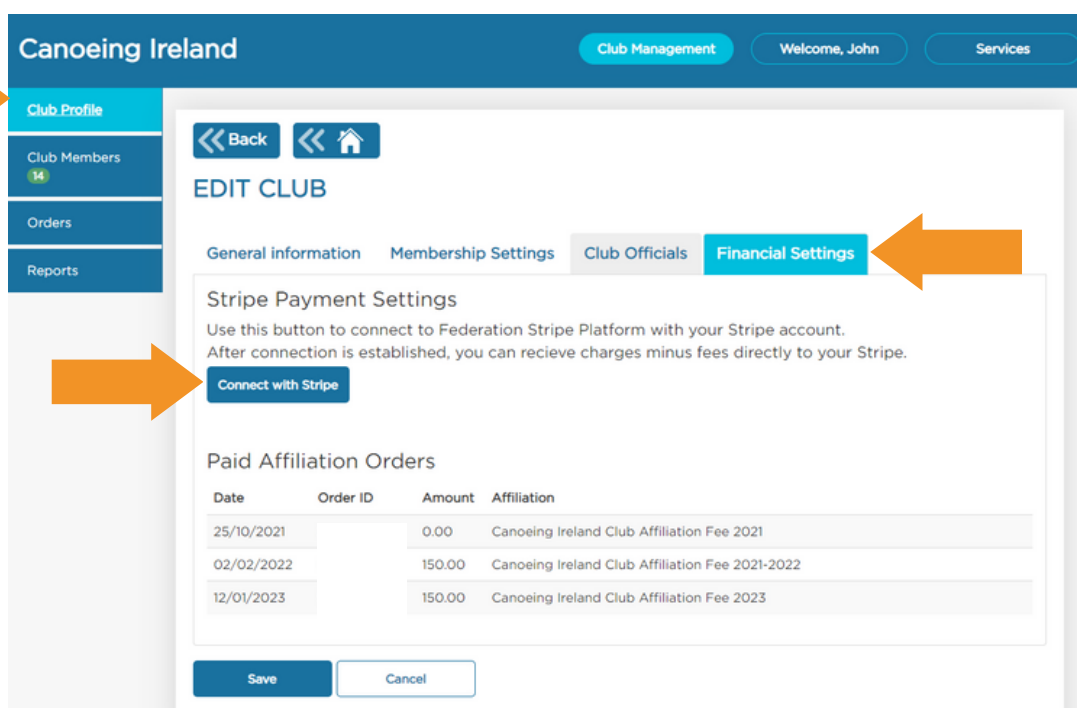


How to Add Club Products

- 1 Log into the Canoeing Ireland membership system [HERE](#)
- 2 Scroll over where it says Welcome NAME, and select: **Club Access** for Club Administration

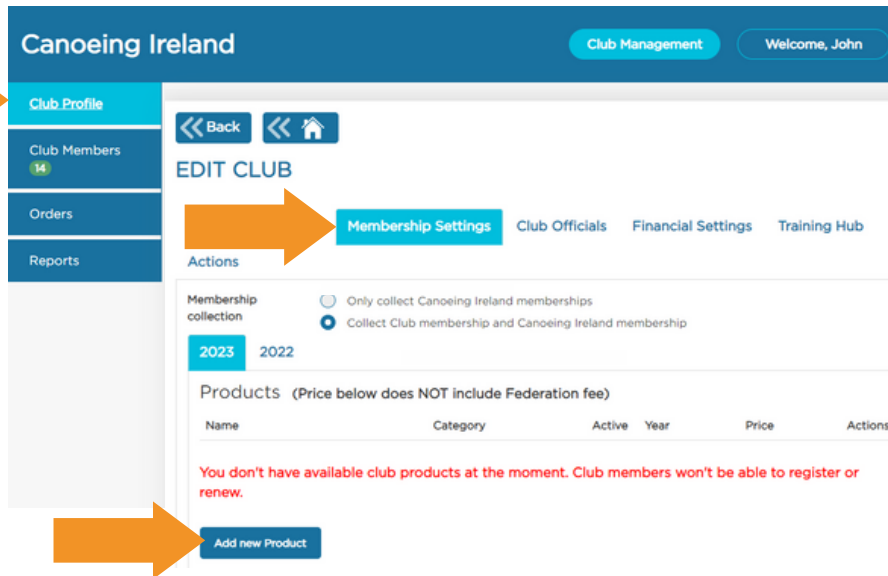


- 3 In order to take payments within the platform you will need to have your Stripe account linked in order to receive the payments. To do this, go to Club Profile, Select Financial Settings and Connect with Stripe.



How to Add Club Products

4 To add a product, in your **Club Profile** select **Membership Settings** and **'Add New Product'**



5 Enter in the New Product details and **Save**.

The 'NEW PRODUCT' form contains the following fields and options:

- Product Name:** Text input field.
- Category:** Dropdown menu with '--Choose--' selected.
- Price:** Text input field.
- Fee Type:** Radio buttons for 'ADDED' and 'ABSORBED'.
- Year:** Dropdown menu with '2023' selected.
- Start Selling Date:** Three dropdown menus for DAY, MONTH, and YEAR.
- End Selling Date:** Three dropdown menus for DAY, MONTH, and YEAR.
- Age From:** Dropdown menu with '--Choose--' selected.
- Age To:** Dropdown menu with '--Choose--' selected.
- Available Quantity (optional):** Text input field with placeholder 'Available Quantity (optional)'. Below it, a note reads: 'Athletes cant buy this memberships more times than value set in this field. If no value is set, no restriction is applied'.

At the bottom, there are two buttons: 'Save' (highlighted with an orange arrow) and 'Close'.

How to Add Club Products

- 6 If you made an error or need to update any products. This can be done in Club Profile, Membership Settings and selecting **Edit** on any of the listed products.

