Club Administrator Help Sheet

How to Add Club Products



Log into the Canoeing Ireland membership system <u>HERE</u>

Scroll over where it says Welcome NAME, and select: **Club Access** for Club Administration



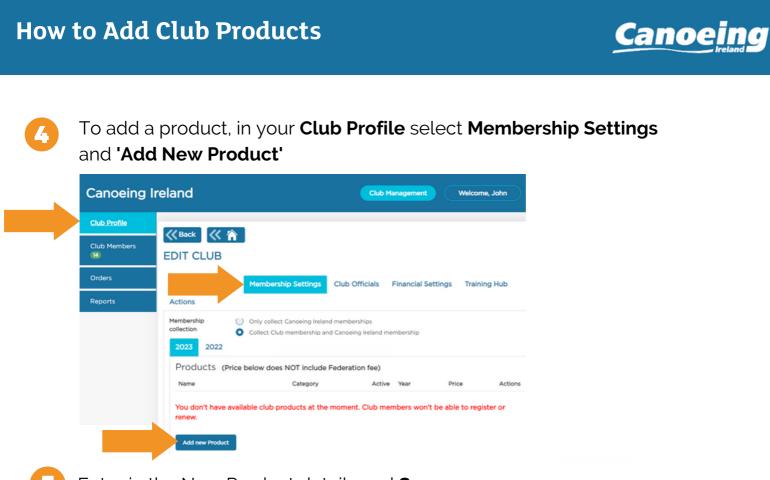


In order to take payments within the platform you will need to have your Stripe account linked in order to receive the payments. To do this, go to Club Profile, Select Financial Settings and Connect with Stripe.

anoeing Ireland				Club Management Welcome, John			n (Servic	
Club Profile									
Club Members	K Back	〈 🏠							
14	EDIT CLU	В							
Orders									
Reports	General inform	nation	Membership	Settings	Club Officials	Finar	icial Settings		
	Paid Affilia	ation C	orders						
	Date	Order ID	Amount	Affiliation					
	25/10/2021		0.00	Canoeing In	aland Club Affiliation	Fee 202	1		
	02/02/2022		150.00	Canoeing In	and Club Affiliation	Fee 202	1-2022		
	12/01/2023		150.00	Canoeing In	eland Club Affiliation	Fee 202	3		



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

NEW PROD	DUCT
Product Name	Product Name
Category	Choose ¥
Price	
Fee Туре	ADDEDABSORBED
•Year	2023
 Start Selling Date 	
End Selling Date	
Age From	Choose 🔻
Age To	Choose 🔻
Available Quantity (optional)	Available Quantity (optional)
Athletes cant buy this If no value is set, no re	memberships more times than value set in this field. striction is applied
Save	Close



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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.

Canoeing Irel	and				
Federatio	n Management Fed Communic	eations Federation Settings	Federation Support	Welcome, Test	Services
Club Management					
All Members	K Back				
Orders	EDIT CLUB				
User Management	General information Me	mbership Settings Club Of	ficials Financial Setting	s Training Hub	Actions
Transfers	collection	v collect Canoeing Ireland members			
Create Membership	2023 2022	ect Club membership and Canoeing	g Ireland membership		
Ext. Docs Management	Products (Price below	w does NOT include Federatio	on fee)		
Training Events	Name	Category	Active Year	Price	Actions
Approval	Test	SENIOR	✓ 2023	10.00	C Edit Y
Training Instructors	Add new Product				
Reports	Group Discounts (Price below does NOT include	Federation fee)		
Price Discounts	Categories	Final Price		Actions	
	Create Group Discount Code of conduct Please	place code of conduct here			

