Lumens Augusoft

** Memberships can be purchased as staff or students **

Once membership types are created, you can begin selling them. Members have profiles like a learner except they have purchased a membership in anticipation of receiving discounts for certain classes. A current student can purchase memberships by placing a membership in their shopping cart. Memberships allow customers who frequently register for classes to get discounts on selected classes that offer membership discounts.

Purchase a Membership

There are two ways for an administrator to create a membership.

1. To create a membership for an existing student:

Students> Student Management> Buy membership
Convert learner profiles into membership profiles:

Click 'Buy Membership'.

Choose the type of membership to purchase from the drop down list on the 'Purchase Membership' screen.

Click 'Submit'.

Continue shopping for classes or checkout.

August, Terri Single membership

[choose additional classes]

[Shopping Cart]

Notice: This is to let you know your membership is still active but you can renew early. Click **renew membership** to continue saving.

Click **Membership Name** to view the user name, address and other details of your membership profile.
Click **Edit Membership Profile** to change information included in your membership profile.

Membership ID:Name	102:**August, Terri**
Type	Single membership
Phone	612-555-9898 - Day (Terri)
E-mail	terri.merrill@augusoft.net
Member since	09/07/2011
Membership expires on	09/07/2012
Last updated on	09/07/2011

Edit Membership Profile

A **Single membership** can include up to 1 members.

Member Name	Action
August, Terri	Edit

Add Membership

* denotes required information.

Membership type | Single membership ▼

Profile

Username*	Username: minimum 6, maximum 255 characters
Password*	Password: minimum 8, maximum 255 characters
Re-enter password*	
Identity Verification Question	None specified ▼
Identity Verification Answer	
Password hint	
First name*	
Middle Name	
Last name*	
Maiden Name	
Company	None specified ▼
line 1 > Address*	
line 2 > Address	
City*	

[Submit]

2. To create a membership for one or more individuals who do not already have a profile:

Click STUDENTS> members.

Click the 'Add' action link.

Choose the type of membership.

Fill in required profile information.

Click 'Submit'.

Shopping Cart

Thank you for adding classes to the shopping cart.
Please note in order to proceed with the check out, you must agree to the refund policy.
Also, is your contact information current. If not, please update your profile.
If you have any questions about your registration, please email **staging@augusoft.net** or call 763-33

Enjoy your class!

Student Details	Class Details	Amount
Terri August	New Membership	$50.00
		[Remove Membership]

Total	
Total	$50.00
Discounts and Checkout	

Update your site by replacing this text with your own message.

[   ]

[Apply Promo Code] [Apply Gift Code] [Apply Class Code]
[Choose Additional Classes]
[Checkout]

Continue shopping for classes or checkout.

A student can buy their own membership:

Click on 'Membership' – 'Sign up now…'
The same demographics requested of a learner profile will be requested on a membership profile.

After the membership is purchased, edit the profile to add more members if it is a multi-person membership type.

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Memberships

Search for Membership using Membership Name [   ]

[Search] **Advanced search**

To restore a complete membership list, clear the search field; then press search.

Showing records 1 through 10 of 37.

Select	Name Membership Type	Status	Expire Date
	Add		
○	Anderson, Alex Single membership	Active	11/17/2011
○	August, Terri Single membership	Active (T)	09/07/2012
[▼]	s, Kelly Multiple membership	Active	09/13/2011

Edit
Delete
Print View
Register

Add Member

** denotes required information.

Profile

First name* [   ]
Middle Name [   ]
Last name* [   ]
Phone* [None specified ▼] [   ] Ext [   ]
Additional phones [None specified ▼] [   ] Ext [   ]
[None specified ▼] [   ] Ext [   ]
[None specified ▼] [   ] Ext [   ]

Demographics

Academic Info

Internal Comments [   ]

| my dashboard | my profile | current registrations | my transcript | my transactions | my waiting list |

Guajardo, Pamela Multiple membership

Notice: This is to let you know your membership is still active but you can renew early. Click **renew membership** to continue saving.

Click **Membership Name** to view the user name, address and other details of your membership profile.
Click **Edit Membership Profile** to change information included in your membership profile.

Membership ID:Name 33: **Guajardo, Pamela**
Type Multiple membership
Phone 763-844-5815 - Mobile (Pamela)
E-mail lumensdev-v65@augusoft.net
Member since 03/25/2009
Membership expires on 11/15/2012
Last updated on 09/07/2011

[**Edit Membership Profile**]

A **Multiple membership** can include up to 4 members.
Please **Create Member Profiles** for your additional members.

Member Name	Action
Guajardo, Pamela	**Edit**

Add additional members
Student > Memberships

To add a member to a multiple membership:

Click STUDENTS – members.

Locate a membership on the list.

Click the 'Edit' action.

Click the 'Create Member Profiles' action link.

A profile screen appears. Fill in all required fields.

Click 'Submit'.

The new member has been added and will appear on student lists.

Members share the login name and password that was assigned to the membership.

Renew a Membership
Signed in as the Primary Member

When a member signs in they have the option to renew the membership, edit the profile, and if available, use the 'Create Member Profiles' to add an additional member to the membership.

Renewal Reminders

Membership Renewal

Blue type denotes required information.

Include memberships expired on or after   09/07/2011   [mm/dd/yyyy]

Include memberships expired on or before   09/07/2011   [mm/dd/yyyy]

[Submit]

Students > Renewal Reminders

Enter date range to locate memberships that expire during that time.

Click 'Submit'.

Membership Renewal

To send a membership renewal reminder to one or more members, select the desired members then press generate renewal reminders button. If the member does not have a registered email address, a hardcopy of the reminder may be obtained via the associated print view link.

Membership name	Expiration date	Last reminder date	Email reminder	Action
Carter, Amy	09/11/2011	09/07/2011		Print View
Carter, James	09/11/2011	09/07/2011	☐	Print View
Jones, Kelly	09/13/2011	N/A	☐	Print View

Check 'Email reminder' for each member you wish to send a reminder.

Click 'Generate E-Mail Reminders'.

Last reminder date column lets you know the last time someone sent a reminder.

A confirmation screen appears once email is sent.

Your email request has been successfully submitted for processing.

Back to Membership Renewal List

[eck All]

Email and Web Templates

System Options > Template Management
Web Page

Membership footer	Membership footer text.	edit
Membership header	Membership header text.	edit

Edit message at top and bottom of membership link. Used to describe the costs, benefits, and requirements.

Email

Member Renewal Reminder	Email to a student when a members membership expires	edit

Edit wording for reminder emails generated.