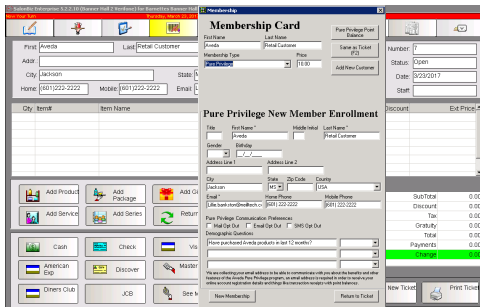


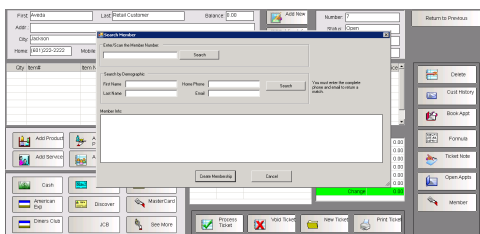
Follow these steps to record a Pure Privilege Membership.



## Selling a New Membership

Follow these steps to enter a New Pure Privilege member into your system.

1. From the guest's ticket press F7 on your keyboard.
2. Enter the first and last name of the guest. The name on the ticket is typically the same as the name on the membership, so you can simply press F2 or click on the Same as Ticket button.
3. Leave the Card Number field as is. The system will automatically update with the new member's membership with the correct number.
4. From the Membership Type drop down menu select 'Pure Privilege'.
5. The price (\$10.00) will automatically post in the Price field.
6. Continue filling out the Pure Privilege New Enrollment form. A \* denotes any required fields that must be filled out.
  - ★ This electronic form takes the place of the paper form that previously had to be mailed.
7. Click the New Membership button
8. Enter a staff code in the Staff1 field.
  - ★ The guest will be automatically awarded 10 points per dollar for their initial card purchase.



## Selling an Existing Membership

Follow these steps below to record a guest's Pure Privilege membership status at your location, if they had previously purchased their membership elsewhere.

1. From the guest's ticket press F7 on your keyboard.
2. Enter the first and last name of the guest. The name on the ticket is typically the same as the membership, so you can simply press F2 or click on the Same as Ticket button.
3. From the Membership Type drop-down menu, select 'Existing Pure Privilege'.
4. From the Global Membership search you can search for the clients Pure Privilege Membership the following ways.
  - Enter/Scan the clients Pure Privilege Membership card.
  - Type in the clients First and Last name.
  - Phone number or email. A complete phone number or email must be entered to return a match.
5. Click the Search Button.
6. Select the client from the membership search results.
7. Click Create Membership.
8. Continue to add items to the ticket and process as usual.