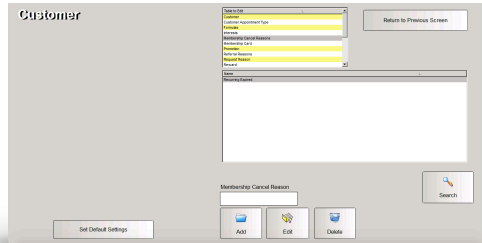


Use this guide to configure your Memberships.

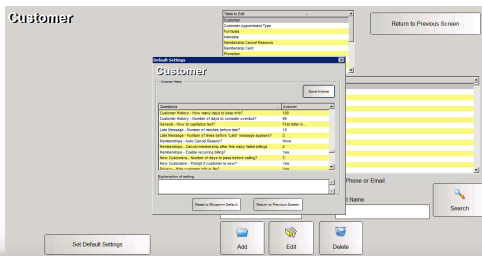
Membership Cancel Reasons

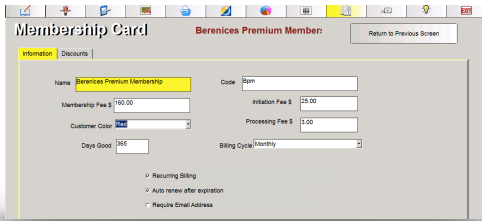
1. From the SalonBiz® menu bar, go to Blueprints and click the Customer button.
2. In the Table to Edit box, highlight by clicking once on Membership Cancel Reasons.
3. Click on the Add button.
4. Type in the membership cancellation reason and click Add.



Membership Default Settings

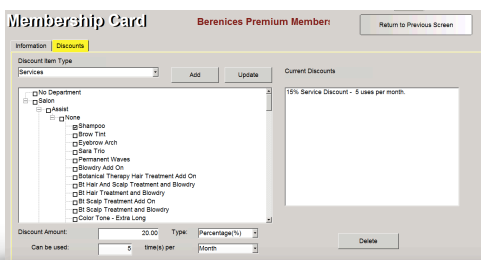
1. From Blueprints, Customer, click Set Default Settings.
2. Click on the question "Memberships-Auto Cancel Reason"
3. In the drop down menu at the top of the screen, select the cancellation reason and then click Save Answer.
4. Click on the question "Memberships-Cancel membership after this many failed billings."
5. In the box at the top of the screen, enter the number of failed billings that will be allowed before the membership is automatically cancelled and then click Save Answer.
6. Click on the question "Enable recurring billing?"
7. In the drop down menu at the top of the screen, select 'Yes' and then click Save Answer.
8. Click Return to Previous Screen.





Creating a Membership

1. From the SalonBiz® menu bar, go to Blueprints and click the Customer button.
2. In the Table to Edit field, click Membership Card and then click on the Add button.
3. Type in the name of the Membership and click the Add button.
4. Select Information Tab.
5. Verify the Membership Card Name and Code.
 - The code is a shortened version of the name.
6. Type in the membership fee.
7. Type in the Initiation fee.
 - This is a one time fee that is additional to the membership fee.
8. Type in the Processing fee.
 - This fee is charged in addition to the membership fee each billing cycle.
9. From the drop down menu for Customer Color choose a color to display the customer's name associated with the membership.
10. Enter in the number of days the membership is valid after the sale of the membership.
11. In the drop down menu for Billing Cycle select how often the fee is to be paid.
12. Check if this membership will have Recurring Billing.
13. Check if this membership wants the system to Auto Renew after expiration.
14. Check if and Email is required.
15. Click the Return to Previous Screen button.
16. Click OK to the message "Discount being added for Membership!"



Membership Discounts

1. From your membership card, select the Discount tab.
2. From the drop down select Discount Item Type.
3. Select one or more categories that apply to this discount.
 - Drill down further by selecting individual service(s).
4. Enter the Discount Amount.
5. Select the discount type, Dollar Amount or Percentage.
6. Enter the amount of times the discount can be used. Then select the time(s) per drop down to indicate the times per week, month, etc.
7. Click Add to save the discount.
8. Select Return to Previous when done adding all discounts available for the membership.