Setting up payment classes (membership categories) and other fees

In order to add members to ensure they are current/active, membership categories (payment classes) must be set up in the revSPORT portal. Clubs can also allow members to register/renew their membership through the revSPORT online member form. Other fees can also be added for transactions other than membership fees (e.g. boat storage).

The following steps outline how to set up membership categories (payment classes) and other fees:

1. After logging in to your revSPORT portal, click **finance** in the left-hand menu.

2. In the finance area, click **payment classes**.

3. In the Payment classes area, click **add payment class**.
4. Add the relevant details for the payment class you are setting up.
When adding a payment class, please take note of the information about the following fields:

**Type:**
- Registration fee: membership category (e.g. senior member).
- Fee add-on: fees which can be purchased on top of the registration fee (e.g. boat storage).
- Other fee: on off payment which can be invoiced to members (e.g. table fix).

**National member type:** You need to select the appropriate National membership type that the payment class will map into. For example, if the Name of the payment class is Senior, it will map into Adult.
Note: Training centres can set up the ‘Administrator’ and ‘Instructor’ payment classes to categorise staff accordingly and assign instructors to courses in revSPORT.

**Amount:** If you want to use the revSPORT system to collect membership registration payments, you need to enter the fee for the Payment class i.e. if you charge $250 for Senior membership you need to enter $250.

**Description:** You can add a description about the Payment class. If you intend to use the online registration form in revSPORT we recommend entering a relevant description as it will display on the registration form.

**Parent class:** Please leave this as the default option – No parent class.

**Display at registration:** If you intend on using the membership registration form in revSPORT, you can determine if the Payment class you are setting up will be available on the registration form for people to select.
5. Please ensure you click **Add payment class** at the bottom of the page to add the payment class.

For additional support using the revSPORT system, please contact onlineservices@sailing.org.au