Adding and renewing members

You can add members to your club manually at any time. Note: in order to add a member, payment classes (membership categories) must be set up.

The following steps outline how to add a member:

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

2. In the members area, click add member.

3. If the member has already been a member of your or another club select renew existing member and proceed to point 4. If the member has never been a club member skip to point 6.

4. Use the Select member box to renew a past member of your Club. Type the name and surname of the member and click Renew to add the member in your current member list.
5. Use the Renew via whole of sport membership to renew a person that was or has been a member of another Club. Type the name and surname of the member and click Renew to add the member in your current member list.

![Renew via whole-of-sport membership](image)

6. Add the relevant information about the member. When selecting a Payment class (membership category) you can choose the appropriate Payment class (Adult, Junior, Social etc.) and reconcile the registration fee attached to the Payment class. Alternatively, you can select Unpaid and the member will be added as an unpaid member and an invoice can be issued from the revSPORT system.

![Payment Information](image)

7. Please ensure you click Add member at the bottom of the page to add the member.

![Add member](image)

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