



ENgage – Organisation Membership

Contents

- 1 – Dashboard..... 1
- 2 – Organisation Membership 2
 - Export..... 2
 - Pay 2

This section of the system is available to Regions and Counties and is where administrators can view payment status' of other organisations memberships linked to that region or county e.g. Secondary schools, Colleges/Universities.

Annually England Netball will raise the orders for all organisation memberships and, where applicable, these will include the relevant region and county fees.

1 – Dashboard

The **Dashboard** in the **Organisation Membership** section provides an overview of the position of orders for organisation memberships.

1. Select the Season to be reported on (by default it will be the current season)
2. Review the table for details

The table indicates how many organisations have Pending, Active and Cancelled memberships by category. The table also details the income received relating to these memberships.

3. Click on the figure in the table to access a list of the organisations included in that figure.

The screenshot shows the 'Selected Season' dropdown menu set to '2021-2022'. Below it is the 'East Organisation Membership Summary' table. A red box highlights the table's data columns.

Organization	Pending	Active	Cancelled	Paid
College/University	0	0	0	£0.00
County	0	0	0	£0.00
Region	0	0	0	£0.00
Secondary School	0	0	0	£0.00

Small text at the bottom right of the screenshot: 'Last Updated 09/07/2021 19:31'

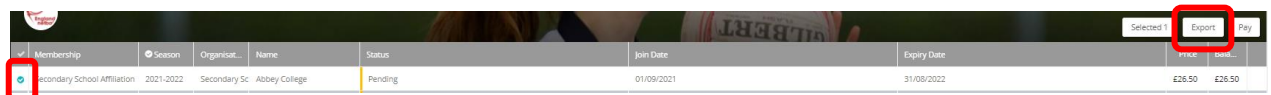
2 – Organisation Membership

The **Organisation Membership** tab provides a list of all organisation memberships and their current status.

Export

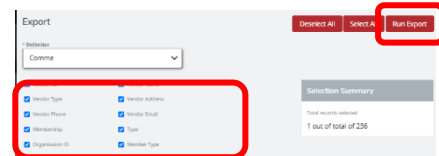
The details within the tab can be exported:

1. Select the record(s) you wish to export
2. Press **Export**



Membership	Season	Organisat...	Name	Status	Join Date	Expiry Date	Price	Cost...	
<input checked="" type="checkbox"/>	Secondary School Affiliation	2021-2022	Secondary Sc	Abbey College	Pending	01/09/2021	31/08/2022	£26.50	£26.50

3. Select the fields you want to be included in the Export
4. Press **Run Export**



Export

Select All Selects Run Export

Member:
Comments

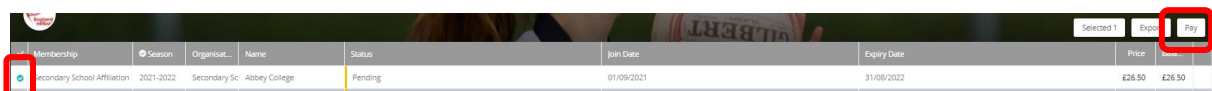
Member Type Member Address
 Member Phone Member Email
 Membership Type
 Organisation ID Member Type

Selected Summary
Total records selected
1 out of total of 236

Pay

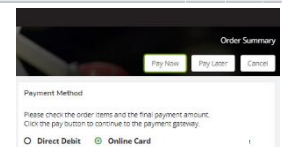
It is possible to pay an outstanding membership fee for the organisation through this area.

1. Select your organisation
2. Press **Pay**



Membership	Season	Organisat...	Name	Status	Join Date	Expiry Date	Price	Cost...	
<input checked="" type="checkbox"/>	Secondary School Affiliation	2021-2022	Secondary Sc	Abbey College	Pending	01/09/2021	31/08/2022	£26.50	£26.50

3. Select the payment method
4. Press **Pay Now**
5. Complete the payment



Order Summary
Pay Now Pay Later Cancel

Payment Method
Please check the order items and the final payment amount.
Click the pay button to continue to the payment gateway.
 Direct Debit Online Card