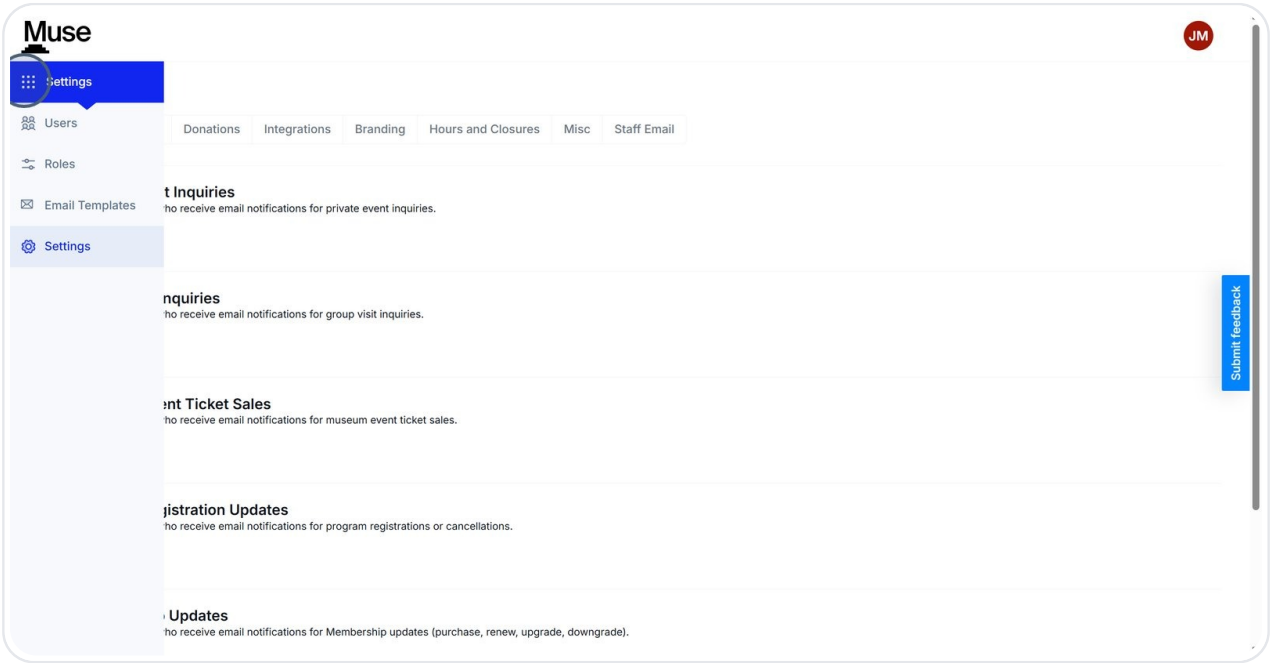


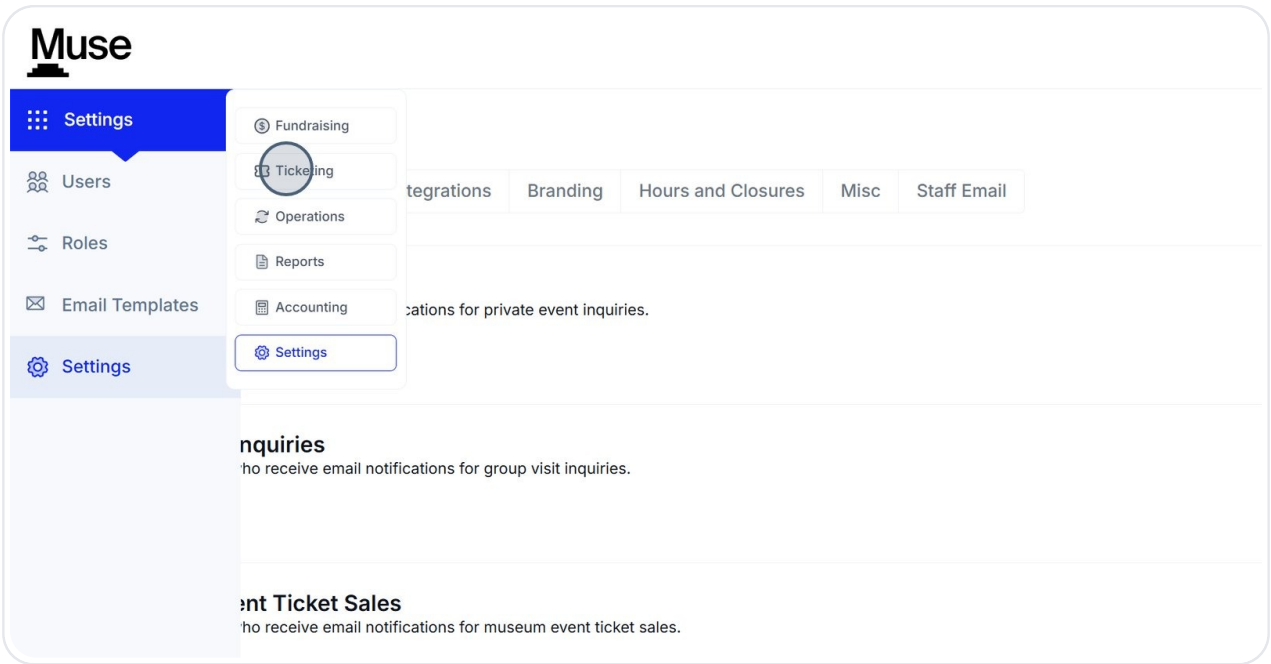


Membership Management

1. Click on the blue North Star icon.



2. Select 'Ticketing'



3. Select "Memberships" from the ticketing navigation menu.

JM

Ticketing Dashboard

[Create an event](#)
[Create a ticket type](#)
[Create a membership benefit](#)

Today
7 Days
30 Days

Tickets revenue

\$0.00

Tickets sold

0

Events reached capacity

0

75%+ capacity, whether past, current, or upcoming

Event capacity

Event Name	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
Halloween Spooktacular	Oct 31, 2026 at 8:00pm	N/A	250	1	0%	Upcoming ⋮
Annual Gala	Dec 18, 2026 at 7:00pm	Main Exhibition Hall	300	44	15%	Upcoming ⋮

Submit feedback

4. Navigate to the Memberships tab to manage and view member details.

JM

- Ticketing
- Memberships**
- Events
- Programs
- Reports
- Settings

[Dashboard](#)
[Benefits](#)
[**Memberships**](#)
[Add-Ons](#)
[Settings](#)
[Add Membership](#)

		Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
it-Smith 4847		Supporter Membership	Active		1/23/26	--	1/04/27	:
t 10005		Individual	Inactive		1/21/26	--	1/21/27	:
ht 403		Family	Active		2/17/26	--	2/28/27	:
it 7830		Supporter Membership	Active		1/09/26	--	1/09/27	:
ite 6950		Family	Inactive		5/19/26	--	5/18/27	:
VeiBrecht 7054		Individual	Inactive		3/23/26	--	3/22/27	:
4480		Individual	Inactive		3/22/26	--	3/21/27	:
ar Wert 9908		Supporter Membership	Inactive		3/19/26	--	3/18/27	:
lay 3072		Supporter Membership	Inactive		1/09/26	--	4/30/26	:
rler 11340		Supporter Membership	Inactive		3/23/26	--	3/22/27	:
0538		Family	Inactive		4/16/26	--	4/15/27	:
i 13477		Individual	Inactive		2/03/26	--	2/02/27	:

Submit feedback

5. Type the member name you wish to locate into the 'Search by Name' field.

[illegible]

6. Click the three dots to the right of the member row to open the actions menu.

Settings

Add Membership

Name (Z-A)

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Membership	Active		1/23/26	--	1/04/27	⋮
	Inactive		1/21/26	--	1/21/27	⋮
	Active		2/17/26	--	2/28/27	⋮
Membership	Active		1/09/26	--	1/09/27	⋮

Submit feedback

7. From here, you can View Membership, Email membership details, View constituent, and Print membership card.

Settings

Name (Z-A)

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Membership	Active		1/23/26	--	1/04/27	⋮
	Inactive		1/21/26	--		
	Active		2/17/26	--		
Membership	Active		1/09/26	--		

View membership

Email membership details

View constituent

Print membership card

Submit feedback

8. Select 'View membership' from the menu.

Settings

Name (Z-A)

Bulk Actions

Filter

Add Membership

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Membership	Active		1/23/26	--	1/04/27	⋮
	Inactive		1/21/26	--		
	Active		2/17/26	--		
Membership	Active		1/09/26	--		

View membership

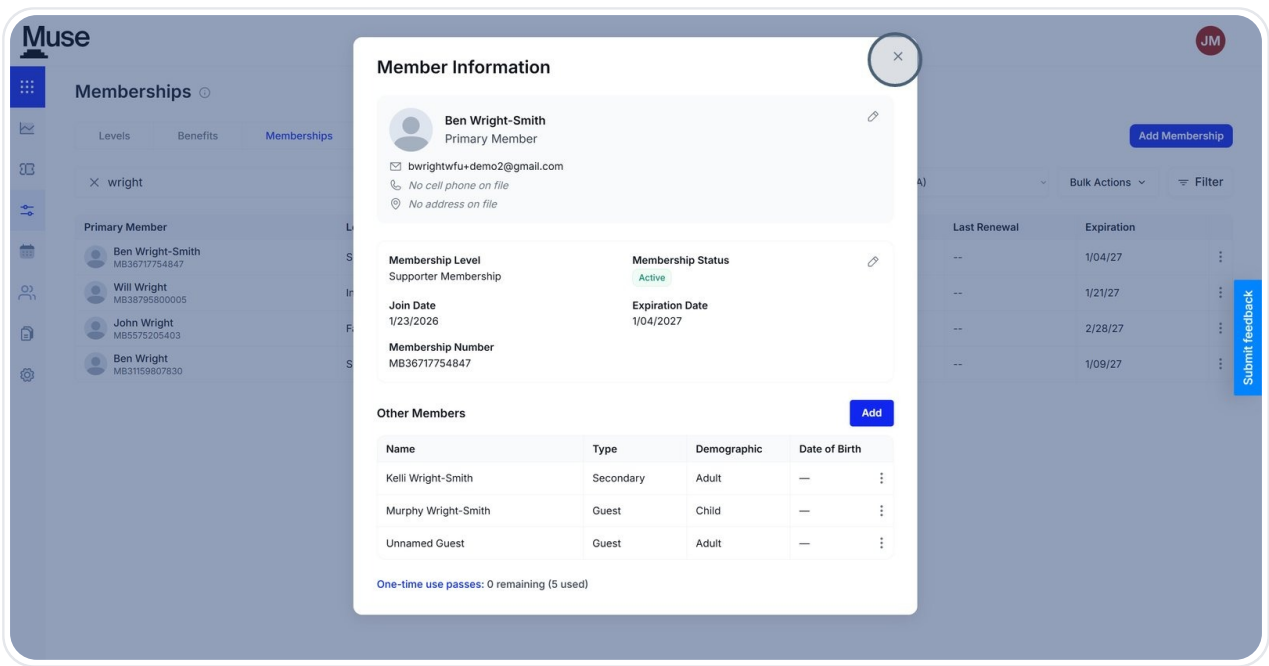
Email membership details

View constituent

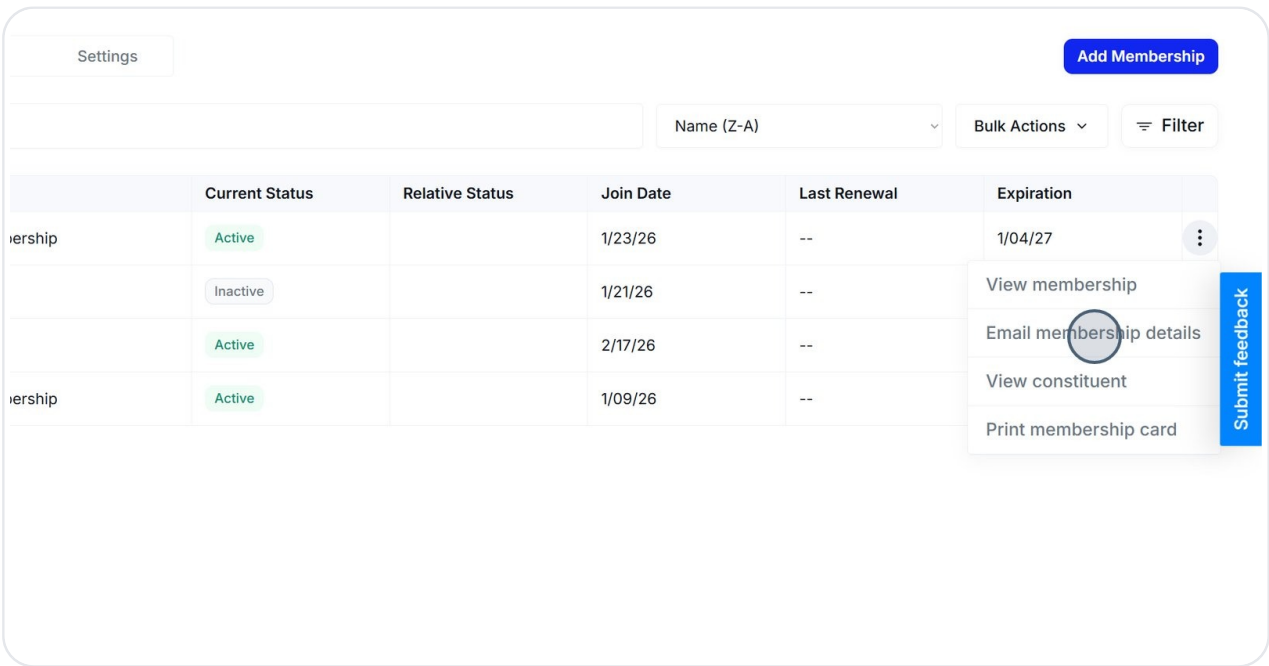
Print membership card

Submit feedback

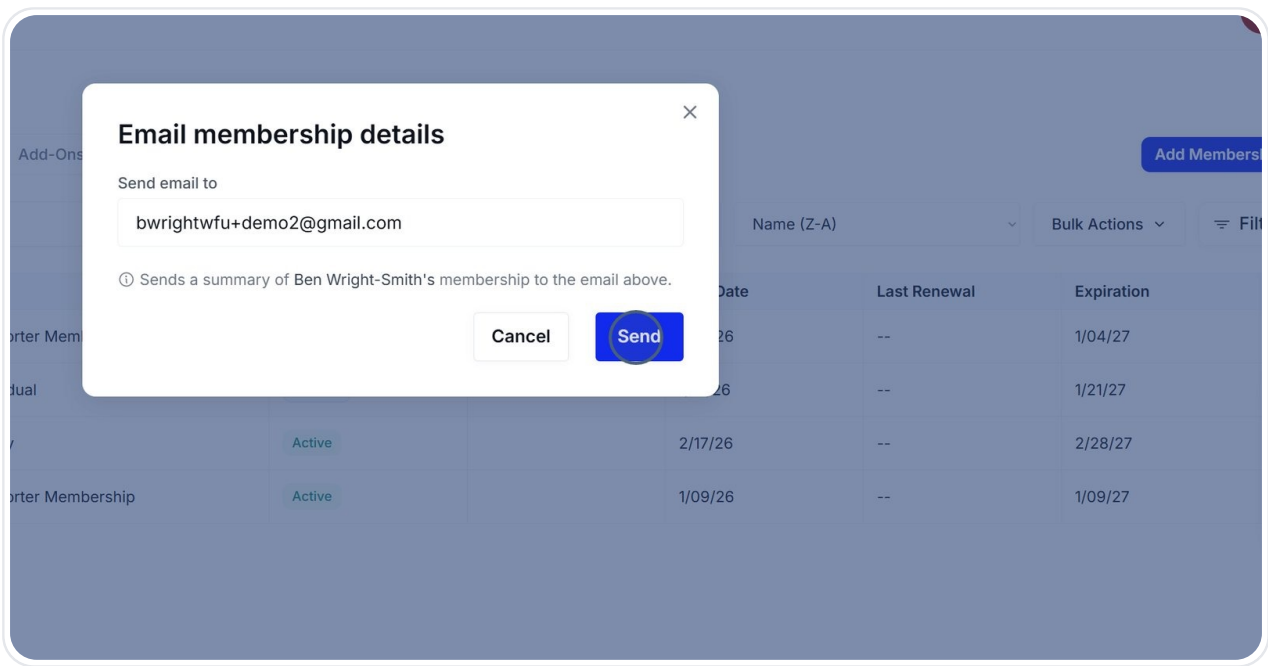
9. A pop-up window will display with the Primary Member name, contact information, membership details, and other named members.



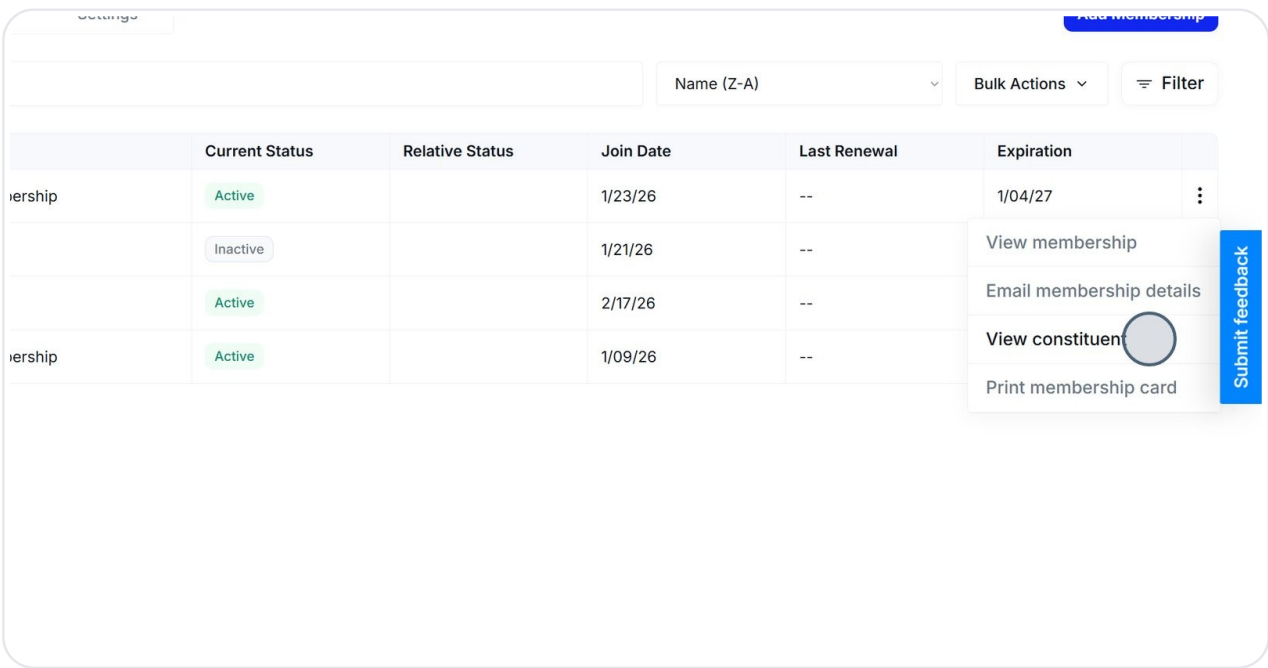
10. Select 'Email membership details' from the actions menu.



11. A pop-up window will display allowing you to email membership details, including digital membership card, to the email address provided.



12. Select 'View constituent' from the actions menu.



13. Selecting this option will take you to the full constituent record, which is also located under Settings > Fundraising > Constituents

Muse

Q Search for an individual or organization

JM

Return to All Constituents

Ben Wright-Smith

Send EmailRecord a DonationAdd to ListAdd a NoteRecord a Pledge

Overview

Record a Gift

\$0.00

Total Giving

\$0.00

Total Recognition

1

All-time visits

1

Last 12 months visits

Pledges

Donations

Appeals

Add to Appeal

No pledges have been registered

Membership

View

Plan

Supporter Membership

Active

Expires

1/04/27

Member since

2026

Relationships

Add Relationship

There are no relationships

Submit feedback

14. Select 'Print membership card' from the actions menu.

Name (Z-A)

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
ership	Active		1/23/26	--	1/04/27	⋮
	Inactive		1/21/26	--		
	Active		2/17/26	--		
ership	Active		1/09/26	--		

View membership

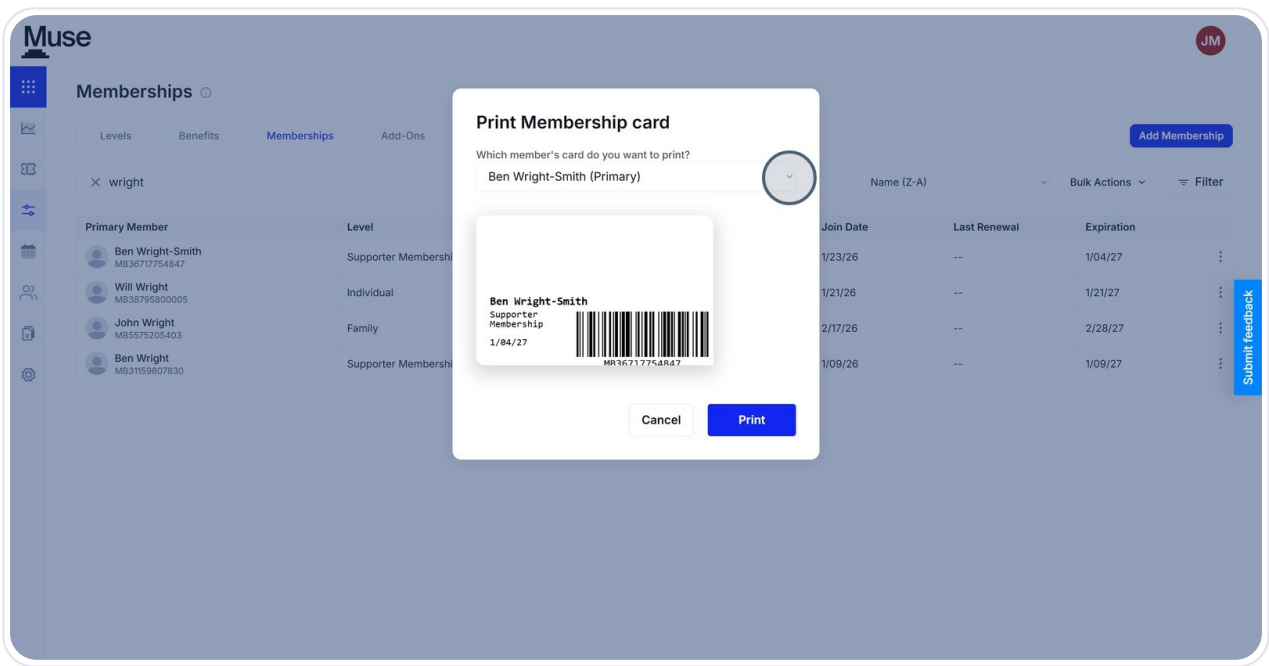
Email membership details

View constituent

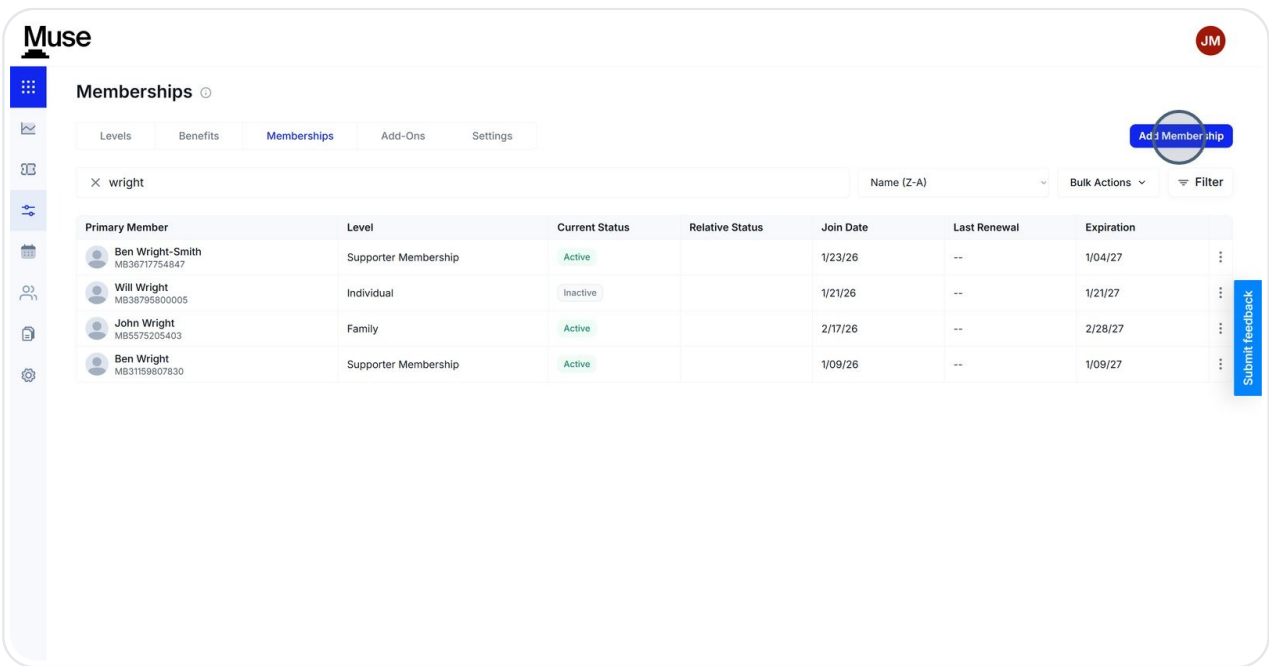
Print membership card

Submit feedback

15. From here, a pop-up window will display where you have the option to print a membership card for any Primary or Secondary members named on the membership.



16. Back on the Memberships list view, click "Add Membership" to add a membership without any revenue. This process works well when you wish to sell complimentary memberships.



17. In the following pop-up window, you're asked to confirm the Membership Level you'd like to assign to the constituent.

Enter Membership Details

Select Membership Type
Choose an option...

Select End Date
8/28/2026

Add Membership Number

Send Membership Details by Email
☒

Primary Member

First Name Last Name

18. Click "Select End Date" to update when you'd like the membership to expire.

Enter Membership Details

Select Membership Type
Choose an option...

Select End Date
8/28/2026

Add Membership Number

Send Membership Details by Email
☒

Primary Member

First Name Last Name

19. Click "Add Membership Number" to create a Member ID, or the system will automatically create one upon saving these details.

The screenshot shows the 'Enter Membership Details' form. On the left, a sidebar lists members under the 'Memberships' tab, including Ben Wright-Smith, Will Wright, John Wright, and Ben Wright. The main form area has the following fields:

- Select Membership Type:** A dropdown menu with the text 'Choose an option...'.
- Select End Date:** A date field containing '8/28/2026'.
- Add Membership Number:** A button with a circular icon, highlighted with a red circle.
- Send Membership Details by Email:** A toggle switch that is currently turned on (blue).
- Primary Member:** A section with four input fields: 'First Name', 'Last Name', 'Email', and 'Phone Number'.

20. The "Send Membership Details by Email" toggle allows you to decide whether to send the Membership Details email to the member.

This screenshot shows the same 'Enter Membership Details' form, but with the 'Send Membership Details by Email' toggle highlighted with a red circle. The toggle is currently turned on. The 'Add Membership Number' button is no longer highlighted. The 'Phone Number' field now contains the text '+1 201-555-0123'.

21. Enter First Name, Last Name, Email and Phone Number for the "Primary Member" assigned to this membership.

wright

Primary Member

Ben Wright-Smith

MB36717754847

Will Wright

MB38795800005

John Wright

MB5575205403

Ben Wright

MB31159807830

Select End Date

8/28/2026

Add Membership Number

Send Membership Details by Email

Primary Member

First Name

Last Name

Email

Phone Number

+1 201-555-0123

Add

22. Click "Add" to save the new membership.

Membership Number

Membership Details by Email

Member

First Name

Last Name

Email

Phone Number

+1 201-555-0123

Add

1/04/27

1/21/27

2/28/27

1/09/27

Submit feedback