

Registering for the member portal

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Welcome to your new membership portal!

You can use this new hub to keep up-to-date on club information, edit your membership details, view and manage purchases and payments, book tee times & reservations, and much more. This handy guide helps walk through your initial login and gives you an overview of some key features.

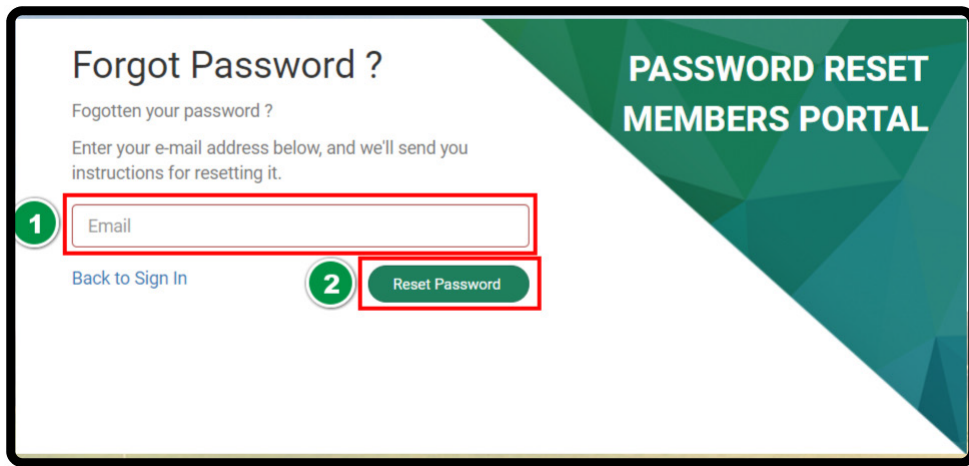
Registering for the Member Portal

If it is your first time logging in, and your club has not already provided you with a pre-set password please follow the instructions below from *step 1*. If your facility has provided you with a pre-set password please continue from *step 4* below.

Step 1: Navigate to your facility's hosted membership portal, accessible through their website or separate link provided in the accompanying email.

Step 2: If your facility has provided you with a pre-set password to change after your first login, skip to step 4 below. If you have yet to receive a password please click on the "Forgot Password" option.

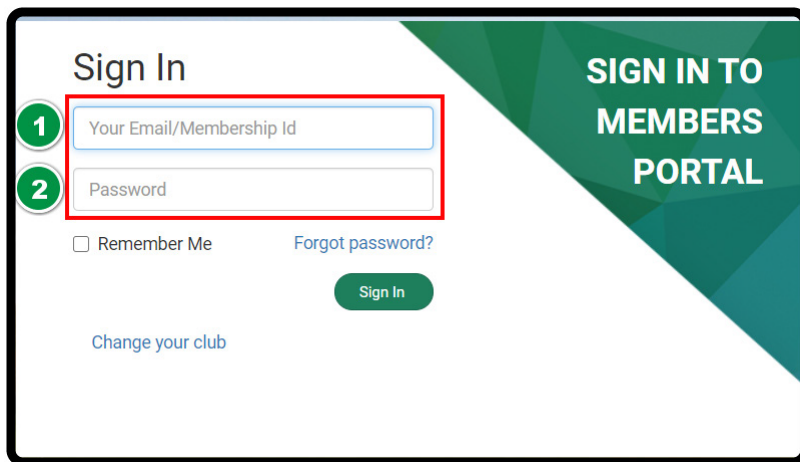
Step 3: On the following screen, input the email address that is registered with your membership or your assigned membership ID.



If your club has provided you with a pre-set password or if you have reset your password in the above steps please continue below.

Step 4: After navigating to your facility's hosted membership portal or using the "Back to Sign In" from the above steps.

You are able to log in utilizing your designated membership ID or email address associated with your membership profile and your newly created password.




Step 5: Upon logging into your member portal, you'll be greeted with your membership overview dashboard. This displays a high-level overview of your contact information, balances, and recent purchases.

Along the left-hand side, you'll find the navigation menu giving you the option to view the club's bulletin board, view/pay bills, purchase history, payment history, set up auto-pay, check your outstanding vouchers, book a tee-time, and more.

Welcome back ian brigmann

- Club News
- Membership Overview
- Play Invoice
- Minimms Spent
- Purchase History
- Payment History
- View Gift Cards/Credit Books
- Member ID Spent
- Reserve Tee Time Now
- View Tee Times
- Upcoming Club Events
- Activities
- Auto Pay Settings
- Profile Settings

Ian Brigmann



ID: #M833356925

ian@clubcaddie.com

2345242423

Example Address, Example City, Michigan, 48910

Member Since 26 Mar 2020	Current Balance \$5847.92	Total Purchased \$7587.92	Loyalty Points 42
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Name	Email	Membership ID
John Brigmann	Johnbrigmann@gmail.com	M833356925-1
Katrina B	Katrina@yaho.com	M833356925-2

Recent Purchase

Order ID	Order Date	Name	Member ID	Sub Total	Tax	Service Charge	Total	Payment Type
589042	06/09/2021	ian brigmann	M833356925		\$8.96	\$0.54	\$9.50	membership_id
588903	08/26/2021	ian brigmann	M833356925		\$0	\$0	\$0	cash
588867	08/24/2021	ian brigmann	M833356925		\$65	\$0	\$65	frstpay
587996	06/07/2021	ian brigmann	M833356925		\$53	\$3	\$56	membership_id
587965	06/07/2021	ian brigmann	M833356925	\$5266.23	\$3		\$5269.23	membership_id
587699	05/12/2021	ian brigmann	M833356925		\$10	\$0.6	\$10.6	membership_id
587640	05/11/2021	ian brigmann	M833356925		\$16	\$0.96	\$16.96	membership_id
587315	05/04/2021	ian brigmann	M833356925		\$8.96	\$0.54	\$9.50	membership_id
587314	05/04/2021	ian brigmann	M833356925		\$16.26	\$0.99	\$17.25	membership_id
587313	05/04/2021	ian brigmann	M833356925		\$30	\$1.8	\$31.8	membership_id

Relevant Articles:

- [Making a one-time invoice payment](#)
- [Setting up auto-pay.](#)