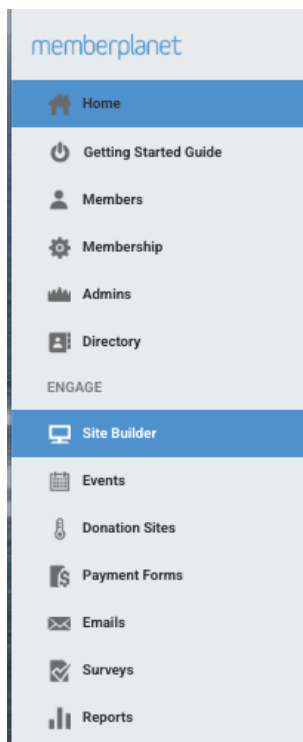


How a club admin can access and send the “create member profile” link to those that pay offline via cash/check

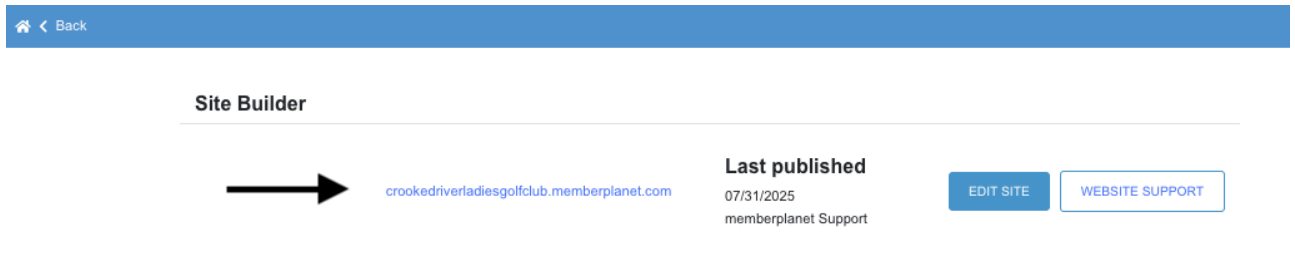
Note: The instructions below are for the Club Admin. There is another set of instructions for members to complete the process once they receive the link.

The following steps are for the Member Club Admin:

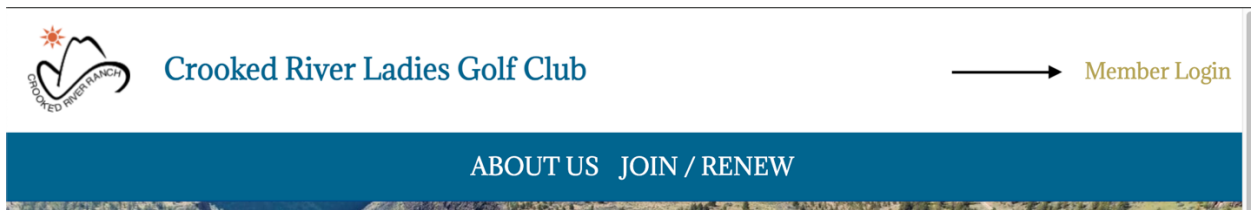
1. Your Club Admin must log in to the memberplanet Admin Portal
2. Click on the **'Site Builder'** tab in the left navigation bar



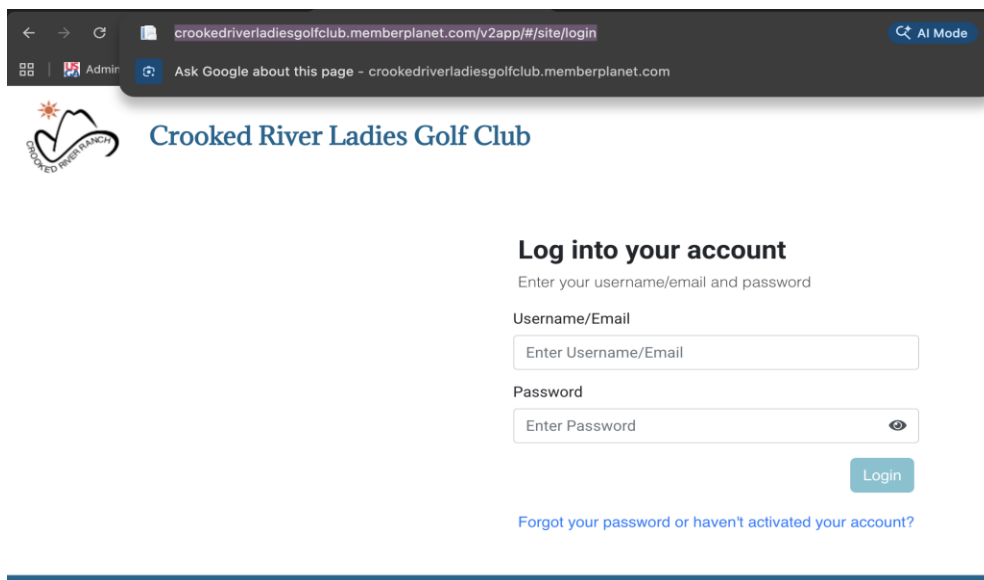
3. Click on your club's website link under **'Site Builder'**



4. Click on the **'Member Login'** link in the upper right-hand corner of the page



5. Copy the web link in the browser to the **'Member Login'** page and send it to your requesting member via email or text



Important: The 'Member Login' page is different from your club's website page; make sure you send the link to the member login page in the upper right corner of your dashboard or website.