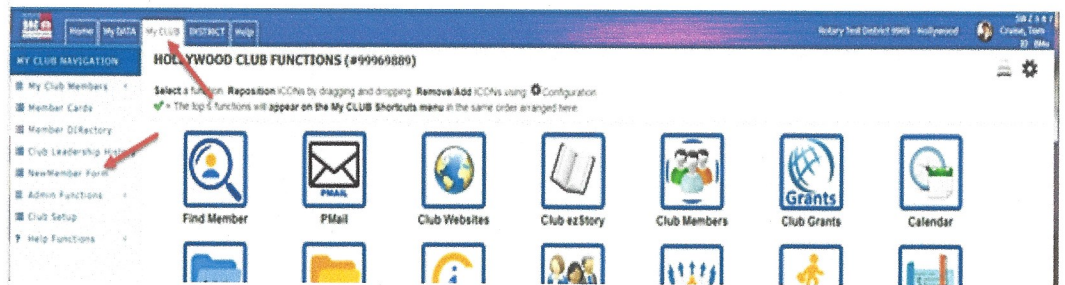


Use the "Search" field at the top right to search for a help topic.

## HOW TO USE THE NEW MEMBER FORM WITH THE ADDITION OF THE CRM MODULE

This should probably be titled the New Member Form for Proposed and Potential New Members. This form is basically sent to people who have been approved by the club for membership.

First you need to go to the My Club tab and click on the New Member Form on the left column



Next you click on the Email Proposed Member on the top left.



You now need two pieces of information if this is a person who is not in the CRM module. You need their first name and their email address. If they are in the CRM module, then you just need to type at least part of their last name to have the information entered in the body of the Pmail correctly. The major reason for this change is that if the club is using the CRM module, they are already in the system and it was causing an issue with creating two new members.



