Membership Batch Fulfillment

1. [Log In](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to Sales.

2. Make sure that you are cashed in before starting the fulfillment process. See "[How to Cash In and Use AMS Sales to Create a Daily User Batch](https://support.agiletix.com/hc/en-us/articles/204319670-How-to-Cash-In-and-create-a-Daily-User-Batch-in-AMS)" for further instructions.

3. Select **Support Functions**from the menu at the top of the screen. Hover the mouse over **Fulfillment** and select **Membership**. (Image 2)



Image 2

4.  Select the membership program that you want to print. (Image 3)



Image 3

5. Select all orders that need to be fulfilled. If you want to print the entire batch, click the **Green Check Mark**icon  at the bottom of the screen. Otherwise, check the box next to each order needing to be fulfilled. (Image 4)



Image 4

6. Click the **Ticket** icon  at the bottom of the screen.

7. The **Fulfillment Options** window will open. Uncheck the **Print Payment Receipts**box. Select the **Print Membership**radial button. From the list of**Available Printers**, select a printer and move it to the **Selected Printers** list. Click **OK** to start printing your membership cards/passes. (Image 5)



Image 5

8. Some organizations send new members **Welcome Letters**to thank them for their purchase, detail their benefits, and give them their membership card. To print the letters, switch to **Administration**. Click **File,**hover over **Switch**, and select **Administration**. (Image 6)



Image 6

9. Select the **Corporate Organization** icon . Click the **Customer** folder and select **Emails and Letters**. (Image 7)



Image 7

10. In the **Emails and Letters**box**,** double-click the **Welcome Letter**. (Image 8)



Image 8

11. In the **Email / Letter** pop-up window, click **Set Parameters.**(Image 9)



Image 9

12. In the **Set Parameters** pop-up window, select the batch that you printed in steps 2 through 6 and click **OK.**  (Image 10)



Image 10

13. Click the **Preview** tab. Then, select the **Show All** button. This will show all the welcome letters for this batch of fulfillment. Finally, click **Print.** (Image 11)



Image 11

14. A PDF of all the letters will open. Click the printer icon to print to your selected document printer.