Creating A Membership/Pass Info Entry Point

A Membership or Pass Info entry point displays information specific to a single membership/pass program online.

1. Log into **Administration**.

2. Click the **House icon**.

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3. Open the**Web Folder**.

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4. Click the **Entry Point** icon.

 

5. Select the Entry Point Group.

6. In the **Entry Point** area, right-click and select **New**. In the options menu, select **Membership Info**.



7. You should now be in the **Entry Point: New** page.



In the **General** tab:

A. **Name** your **Entry Point**. (Please note that whatever you name the **Entry Point** will appear on the **Navigation Bar** on your website.

B. **Display Group** allows you to group specific URLs under the group heading that will appear as a drop-down menu on the **Navigation Bar** on your website.

C. The**Passcode** allows you to place your links on the website but will require the **Passcode** you entered to allow anyone to access the URL. This is a great way to test your events or merchandise before making it visible to the general public.

D. Enter the**Display Sequence**.

8. Click the **Search**icon beside **Membership**.



9. Select the **Sales Folder** where your Membership is housed. In the lower window, click the desired Membership or Pass program.

 

10. In the **Notes** tab, you can write any notes about your entry point or the Membership/Pass you will be selling.



11. Once you have filled out all the information for your entry point, click the **Apply** button at the bottom of the page.

12. Go back to the General Tab. After you have clicked the Apply button, you will see a URL appear in the **URL** box at the bottom of the screen. From here, you can copy the URL and attach it to your organization's website.

