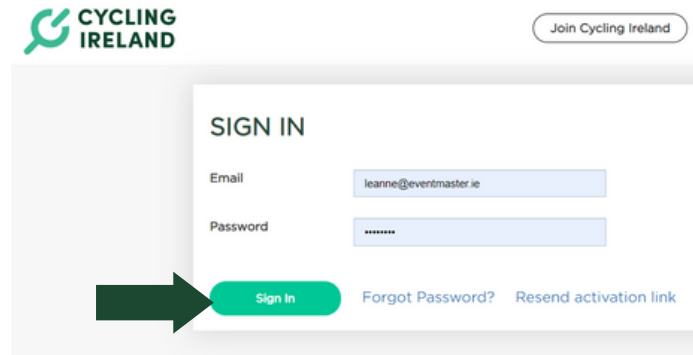


How to Add/Edit Club Products

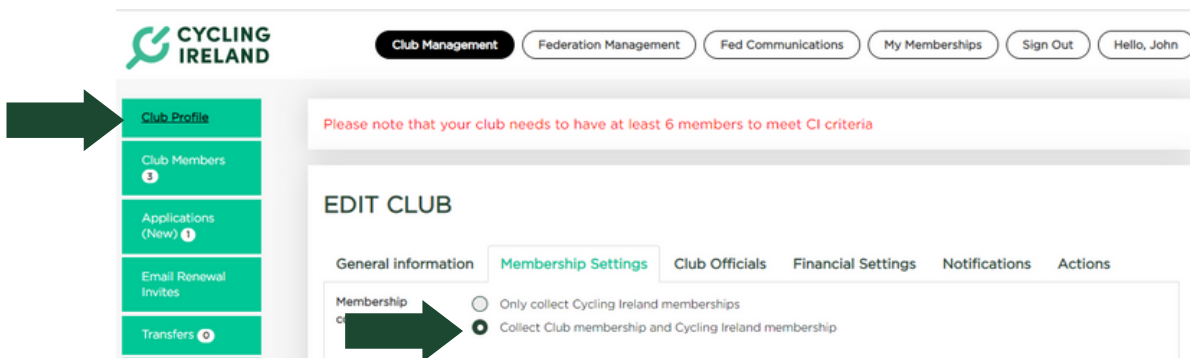


If you wish to collect your Club membership fees you can set them up using the steps below. A stripe account is required to collect membership fees via the system - **Stripe set up guide**

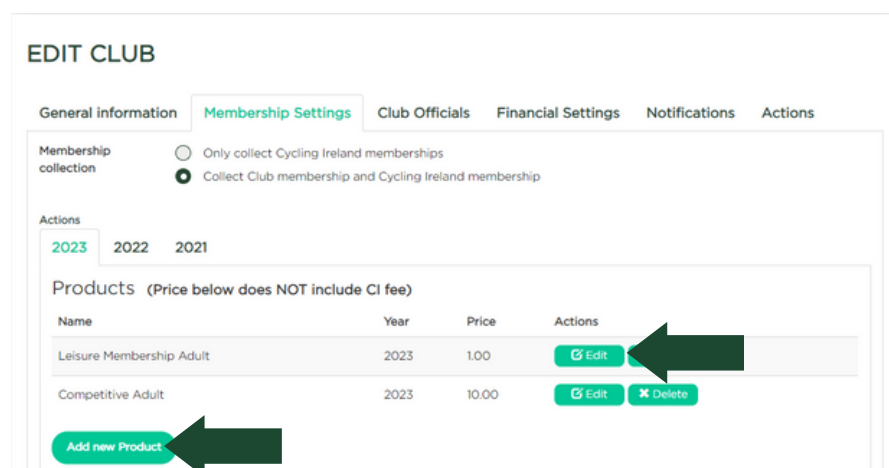
1 Log into your Cycling Ireland Account [HERE](#)



2 In the **Club Management** section go to **Club Profile > Membership Settings**. From here you can opt to Collect Club Memberships and Cycling Ireland Memberships.



3 In the Membership Settings section you can also add and edit Club Products.



How to Add/Edit Club Products



4

From here you can set the **name** of the Product i.e. what will display when your Club Members are selecting when registering or renewing.

You can set the **price** of the product and if you would like the platform **fee** of 7.5% to be Added (passed on to the member to pay) or absorbed (taken from the Club Membership payment). Fees are taken automatically so all funds owed to you will go directly to your Stripe account in real-time as people renew/register.

NEW PRODUCT

***Product Name** ✓

*** Price** ✓

Fee Type ADDED ABSORBED

***Year** ▼

***Start Selling Date** ▼ ▼ ▼ ✓

***End Selling Date** ▼ ▼ ▼ ✓

Age From

Age To

You will also need to set the year these products are set and when they should be on sale.

Select Save once you are happy with your product details. It will automatically go on sale between the dates selected.

5

If you require any support during the affiliation process, don't hesitate to contact membership@cyclingleireland.ie