Member Invited to Join

Member action | *Playgroup action* | *System action*

If a member has contacted the playgroup external to the enquiries system e.g. through social media, email or in person, the playgroup can note down their details and upload them into the system as a 'new member' and invite them to join.

Playgroup acquires details for member wanting to join

'**Invite a New Member**' in the membership system

Fill in name, email, phone, session and child information & add a message to member

Select '**Invite to Join**' as the status

Member status: ***'Invited - Pending Acceptance'***

Invite to join sent via email

Accept email invite to join and register account in system

Update family details (add children, other adults etc.)

Pay membership fee

Member is '**Joined**'

Member declines or does not respond to invite

Member status: ***'Inactive'***

Mark as not attending

Member status: ***'Joined - Pending Payment'***

System will automatically send payment request/reminder emails