



Managing Club and SIG Memberships

As a Harvard alumni club or shared interest group (SIG) site administrator, you sometimes may need to make changes to your membership types, pricing, and other related information that appears on your membership Web page. Refer to the sections that follow for details on how to update this information.

Where to Find Your Membership Page

While the navigational path to your membership page may vary, but the Web address on AlumniMagnet will be your site's primary URL followed by `"/memsub.html"`. For example:

If your main Web address is: `myClubSIGName.clubsig.harvard.edu`
Then your membership page is located at: `myClubSIGName.clubsig.harvard.edu/memsub.html`

What's on the Membership Page?

When you view your membership page, you will likely see something like the screen shown below:

Become A Member...

To modify this page, Edit article #4 in your Article Repository

Please select the Membership type you wish to purchase and click the **"Continue"** button below.

- Membership 1** 1
Description: Description of membership goes here... 2
3 Rates:
Membership price: \$50.00
Current Members who extend (renew BEFORE expiration) pay: \$40.00
Returning Members (who renew AFTER expiration) pay: \$45.00
- Membership 2**
Description: Description of membership goes here...
Rates:
Membership price: \$50.00
Current Members who extend (renew BEFORE expiration) pay: \$45.00
Returning Members (who renew AFTER expiration) pay: \$40.00

Navigating the Membership Page

- 1** Membership level name (e.g., "Standard Membership," "Gold Membership," etc.).
- 2** Description of membership level.
- 3** Membership rates (pricing). Memberships may be purchased new, renewed, or extended (see next section for further details on membership options).

Continue ->

About Membership Options

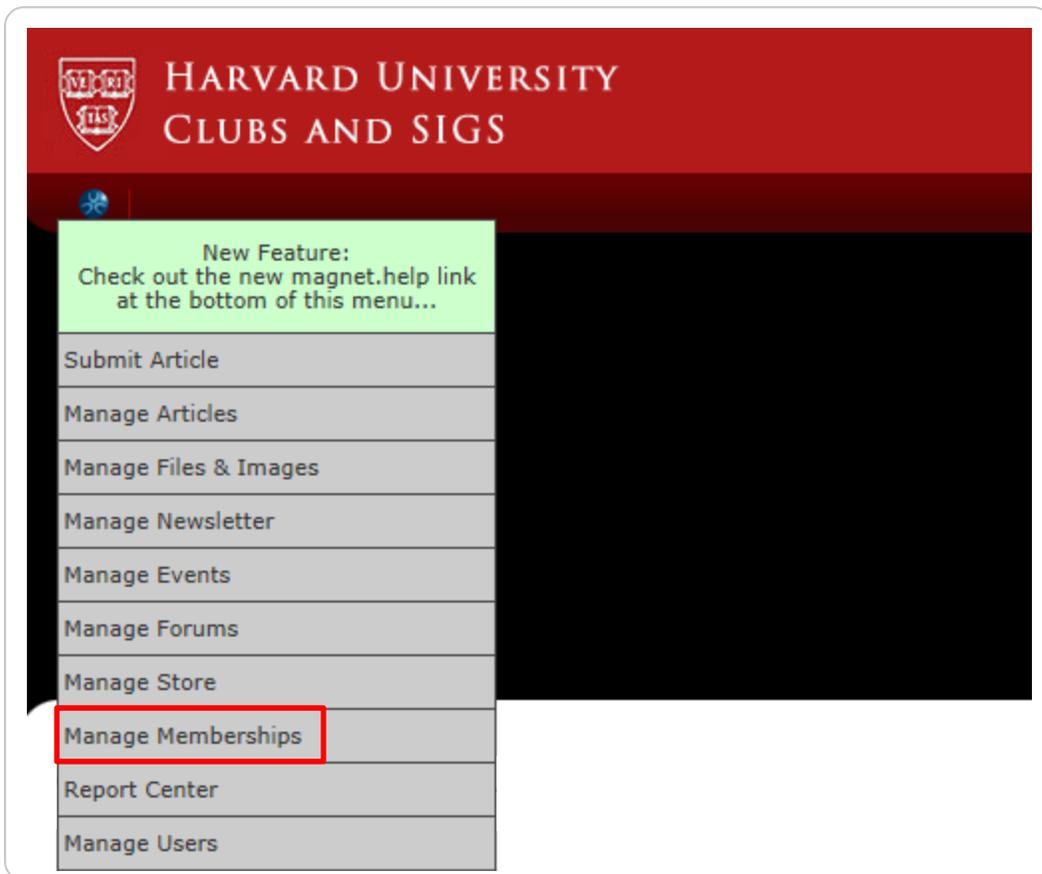
At Harvard Alumni Association, each membership is assigned a **level** (e.g., “Standard Membership,” “Gold Membership,” etc.). For each level, alumni may choose to apply for membership via one of three possible **membership options**:

Membership Option	Who Should Use This Option?
Obtain New Membership	First-time members (i.e., someone who is not renewing an expiring or expired membership).
Renew Existing Membership	Alumni renewing an already expired membership.
Extend Membership	Alumni proactively renewing a membership about to expire (but not yet expired).

Updating Your Membership Information

To edit membership information:

1. Roll over the **main menu button**  and select “**Manage Memberships.**”



If you don't see the  icon at the top left of your screen, you may not be logged in as an administrator. Try logging off and logging back on using administrator credentials, or report the problem to [Support Tracker](#) if it persists. For additional help, you can also contact alumni_magnet@harvard.edu.

The **Membership Levels Administration Tool** appears. This tool enables you to customize your membership names, levels, status, and other settings—key features are depicted below:

Membership Level
A number associated with each membership level.

Name
The name of each membership level (e.g., "Standard Membership," "Gold Membership," etc.)

Status
Indicates whether this membership level is visible ("active") on the membership page.

New/Renew/Extend
Prices for new membership, renewing a membership, and extending a membership.

Membership Level	Name	Status	New	Renew	Extend	Action
1	Membership 1	active	50.00	45.00	40.00	edit
2	Membership 2	active	50.00	40.00	45.00	edit
3	Untitled Membership 3	inactive	50.00	40.00	45.00	edit
4	Untitled Membership 4	inactive	50.00	40.00	45.00	edit

- To change any of the values listed in the Administration Tool table, click the [edit](#) link in the "Action" column. The **Membership Settings Page** appears.

Edit Membership 1...

>> clubsandsigs.harvard.edu Online Help <<

Name:
Note: No html allowed, 60 characters max.

Description:
Note: No html allowed, 255 characters max.

Status: ▼

Life: ▼

New Members: (First-time members)

Price:

Pre-screen: ▼

Renewing Members: (expired members renewing AFTER expiration date)

Price:

Pre-screen: ▼

Extending Members: (Current members who extend PRIOR to expiration)

Price:

Pre-screen: ▼

Use any of the fields and drop-down menus (examples highlighted in red above) to modify membership settings (including name, price, status, etc.) as needed.

- Click “**Save Changes**” when finished. A message appears in **green** at the top of your screen indicating that the membership information was successfully updated.



Want to make sure your updates were posted online? Just visit your membership page at yourClubSIGName.clubssig.harvard.edu/memsub.html to view all changes to membership information (remember to replace “yourClubSIGName” with your actual web address, of course!)

About Membership Level Screening

In some cases, you may want to adjust how prospective memberships are **screened** prior to approval. You can specify screening settings for each membership level by clicking its “**Pre-screen**” field on the **Membership Settings Page**:

The below table provides information about available screening options:

Screening Option	Properties
Open To All	Anyone can register as a member.
Auto Screen	Screens memberships based on information in your database (such as record type or class year). Auto Screens require custom development (scope and cost will vary depending on your specific needs). For more information on using Auto Screens, please post a question on Support Tracker .
Manual Review	All memberships are submitted to the Membership Review Board for approval. The review board is composed of users who have a “Membership Review Board Group Affiliation.” For more information on adding Group Affiliations, see “How to Add Users to a Group.” The Membership Review Board will manually review each membership application using a link sent via email.



Questions on this guide? Please post any questions to [Support Tracker](#) and the Alumni Magnet team will respond as soon as possible.