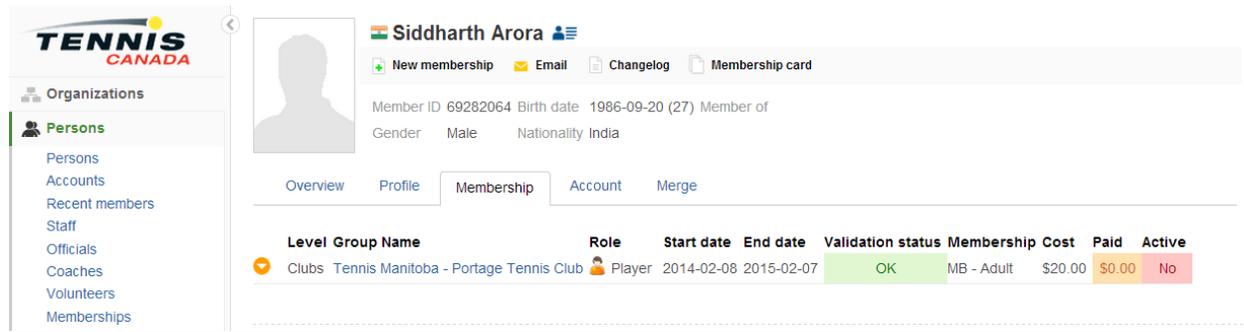


## Activating a Member

A player may have to be activated for a few reasons. Until the membership has been fully activated that player will not be able to register for tournaments online requiring a Member ID.

They will have either their **Validation Status** and/or **Paid** column highlighted yellow. The **End Date** or **Active** column will be red.

### 1. The payment has not been collected or recorded.



**TENNIS CANADA**

**Siddharth Arora**

New membership | Email | Changelog | Membership card

Member ID 69282064 Birth date 1986-09-20 (27) Member of  
Gender Male Nationality India

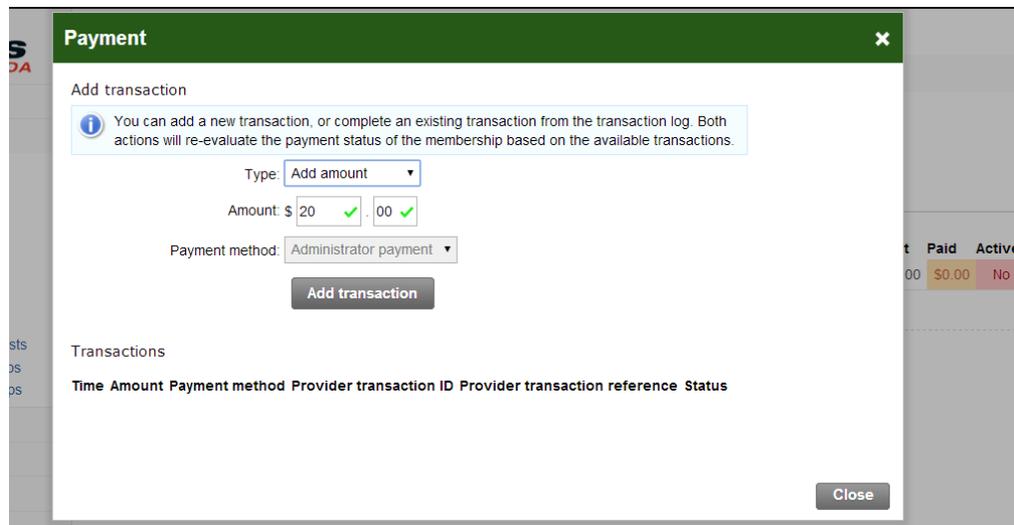
Overview | Profile | **Membership** | Account | Merge

Level	Group Name	Role	Start date	End date	Validation status	Membership Cost	Paid	Active
Clubs	Tennis Manitoba - Portage Tennis Club	Player	2014-02-08	2015-02-07	OK	MB - Adult \$20.00	\$0.00	No

The player can be directed to the PTA site to pay the outstanding fee. This can also be changed manually by someone with Admin rights under that Province.

To update manually:

- Scroll over the yellow arrow next to the **Level** column and click on Payment.
- Change to the desired amount and payment method to add the transaction.



**Payment**

Add transaction

You can add a new transaction, or complete an existing transaction from the transaction log. Both actions will re-evaluate the payment status of the membership based on the available transactions.

Type: Add amount

Amount: \$ 20 .00

Payment method: Administrator payment

Add transaction

Transactions

Time	Amount	Payment method	Provider transaction ID	Provider transaction reference	Status
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Close

2. The membership has been paid BUT it has not been validated.

Level	Group Name	Role	Start date	End date	Validation status	Membership Cost	Paid	Active
Clubs	Ontario Tennis Association - Milton Tennis Club	Player	2014-06-26	2015-06-25	Pending	ON - Junior \$55.00	\$55.00	No

- Go to the “All Validation Requests” tab on the left hand side.
- Search the player’s name and click validate

Member ID	Name	Start date	End date	Group	Role	Category	Membership	Validation status	Changed On	Validator	Action
94583927	Jonathan michael abbruzzese	2014-07-07	2015-07-06	YMCA-Collingwood	Player	NA	ON - Junior	Pending	2014-07-07 3:24:44 AM	Ontario Tennis Association	Validate
94616914	Ali Aleyan	2014-06-29	2015-06-28	Mayfair Lakeshore Racquet & Fitness	Player	NA	ON - Junior	Pending	2014-06-29 5:45:42 AM	Ontario Tennis Association	Validate
74848372	Paris Axam	2014-04-19	2015-04-18	Carleton Tennis Centre	Player	NA	ON - Junior	Pending	2014-04-19 2:28:35 PM	Ontario Tennis Association	Validate

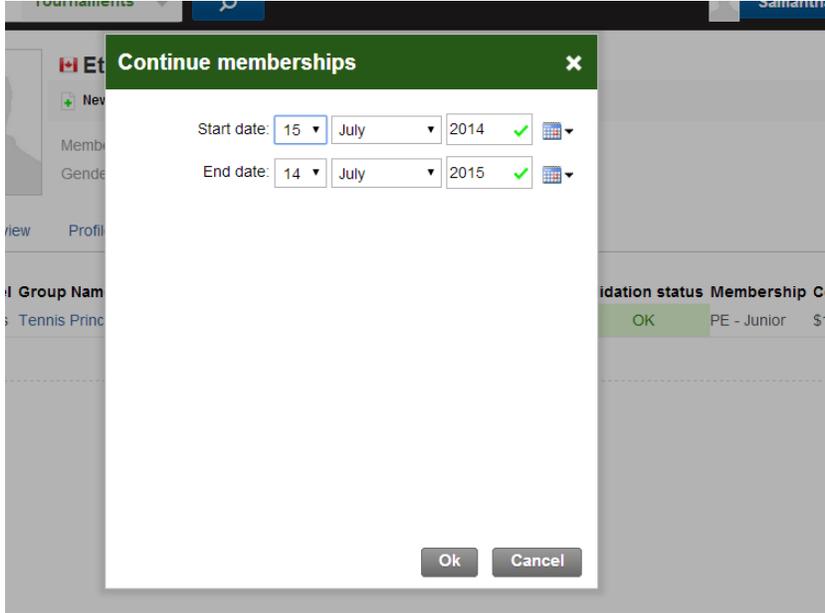
3. The membership is expired.

Level	Group Name	Role	Start date	End date	Validation status	Membership Cost	Paid	Active
Clubs	Tennis Prince Edward Island - PE No Club	Player	2013-10-21	2013-07-02	OK	PE - Junior \$15.00	\$15.00	No

The player can be directed to the PTA site to renew their membership. This can also be changed manually by someone with Admin rights under that Province.

To update manually:

- Scroll over the yellow arrow next to the **Level** column and click on Extend.
- Change to the desired end date.



A fully activated membership will appear as below:

**TENNIS CANADA**

**Edwina Liu**

Member ID 48980005 Birth date 2006-11-25 (7) Member of Club de tennis Royal Oak  
Gender Female Nationality Canada

Level	Group Name	Role	Start date	End date	Validation status	Membership	Cost	Paid	Active
Clubs	Tennis Québec - Club de tennis Royal Oak	Player	2014-07-15	2015-07-14	OK	QC - Provincial Active	\$45.00	\$45.00	Yes