

# Club Type Maintenance

## Quick Reference Guide

Date: October 15

### Introduction

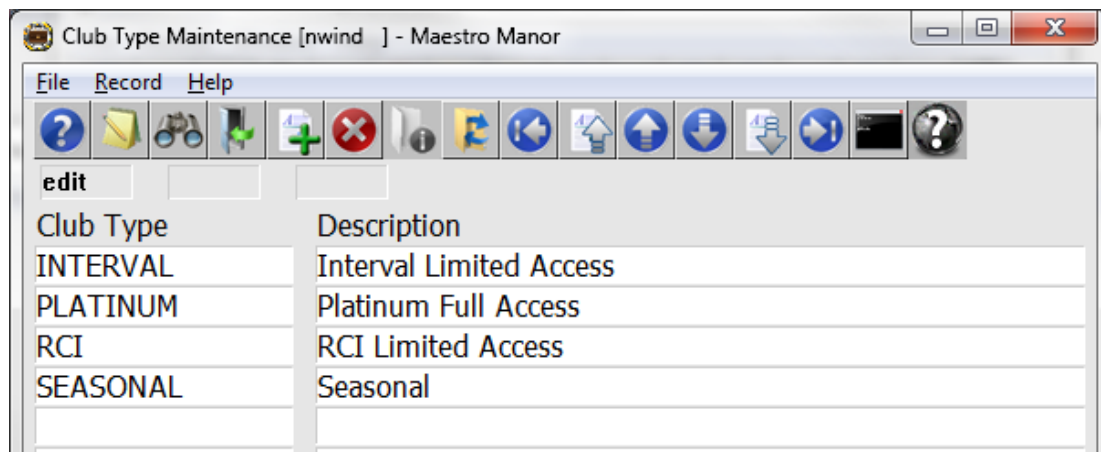
This Quick Reference Guide will guide the user through the process of creating Club Types in the Owner Maintenance module.

A Club Type may be configured for any “club” that a property may offer membership to. Club types can be assigned to homeowners along with their membership ID #.

### Creating a Club Type

To create a new Club Type

- ➔ Begin on the Owner Management Maintenance Main Screen,
- ➔ Select the Codes menu,
- ➔ Select Club Type Maintenance to display the following screen.



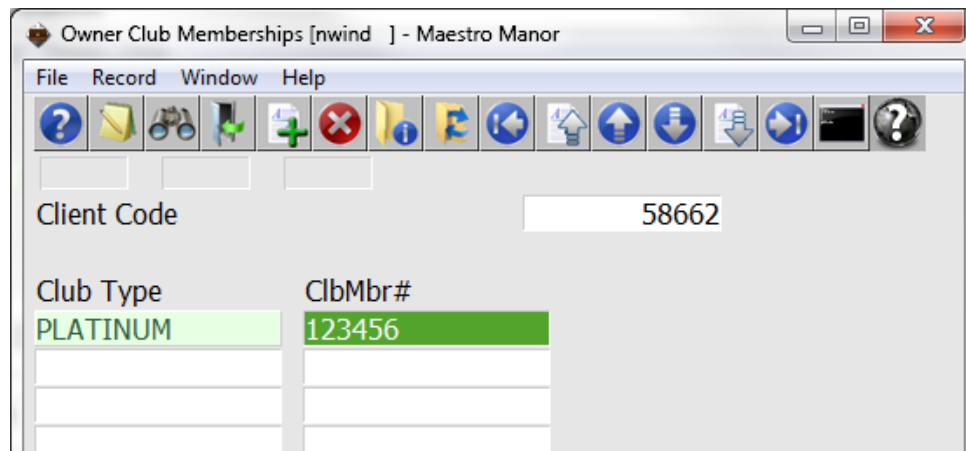
The Club Type Maintenance is a global value that can be used in any property.

The Club Type can be created by creating (F6) to generate a new line, Enter a maximum of 8 characters in the "Club Type" field and up to 30 characters for the Description.

### Assigning a Club Type

Once the Club Type is created it can be assigned to an Owner

- ➔ Begin in Owner Profile
- ➔ Select the Window menu
- ➔ Select Owner Club Membership to display the following screen.



Look up (F8) in the Club Type field to select the appropriate type, Type in the Membership Number.