

## Bulk Membership Purchase

**TLDR: 'Members' > 'Directory' > 'Filter' and/or Select Members > [More] > 'Buy Memberships' > Select Membership > Address prompts > 'Review Order' > Complete Purchase**

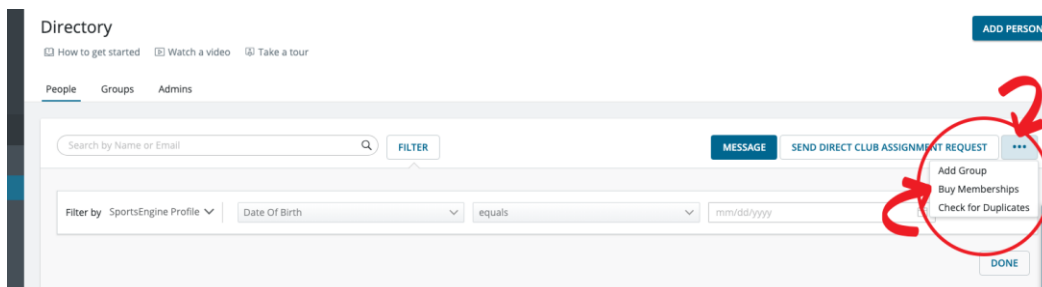
To bulk purchase memberships for multiple members in your Directory, follow the instructions below:

1. In your club HQ, select 'Members' from the *Left Menu*, then select 'Directory'.
2. If needed, click the 'Filter' button next to the search bar at the top. If no filter is needed move to step 4.
3. Filter by the needed parameters: Gender, Birthdate for age, et cetera.
  - a. If buying for your club in total, filter by gender (as the memberships are gender specific) and age if needed.
4. Select all remaining results using the tiny box at the top of the results list, in the very first column. OR Manually select each member you'd like to buy for from your members list.

The screenshot displays the SportsEngine HQ interface. On the left is a dark sidebar menu with 'Members' and 'Directory' highlighted in blue. The main content area is titled 'Directory' and includes a search bar with a 'FILTER (1)' button circled in red. Below the search bar, a filter bar shows 'Filter by SportsEngine Profile' and 'Gender' set to 'Male', with red arrows pointing to these elements. A table below shows a list of 25 members with checkboxes in the first column, all of which are checked. The table columns are Name, Profile Status, Email, and Phone. A 'DONE' button is visible on the right side of the filter bar.

Name	Profile Status	Email	Phone
AM	Active	am@heartlandusgaa.com	503-887-8111
BB	Active	bb@heartlandusgaa.com	503-887-8111
ZB	Active	zb@heartlandusgaa.com	503-887-8111
JC	Active	jc@heartlandusgaa.com	503-887-8111
DO	Active	do@heartlandusgaa.com	503-887-8111
SH	Active	sh@heartlandusgaa.com	503-887-8111

5. Select the 3 dot button at the top right, and select 'Buy Memberships' from the dropdown.
  - a. If you don't have 'Buy Memberships' as a dropdown option, check you've selected your members!



6. On the 'Choose Membership' Screen, choose the appropriate membership for your selected group. Click 'Review Order'.
7. Address any prompts as needed:
  - a. Missing information
  - b. Members with existing memberships
8. Complete purchase process through shopping cart.
9. Your members will be notified via email that a membership has been purchased for them and be prompted to complete the final eligibility form via a link in that email.
  - a. The eligibility form can also be accessed by members within their profile.

**The final eligibility form MUST be completed by the registrant before registration deadlines.**

**See next – Eligibility Search and Reminders**