

## **Proshop Tee Times - How to Use Member Credits**

Member Credits are like digital gift cards that are issued to a Member Account. A Member Account is a collection of 1 or more contacts (usually a family).

Instead of issuing gift cards or gift certificates, in some cases it may make more sense to issue a Member Credit. Member credits are issued to tournament winners. They can also be issued in lieu of a refund.

To use member credits, you must first setup member accounts, then assign contacts to the member accounts. Next, you issue member credits, then you can process sales against the member credit.

### **To Issue a Member Credit**

1. Click on ADMIN MENU | Member Credits
2. Click Add Member Credit
3. Select the member account. If the member does not have an account, see our documentation on Member Accounts.
4. Enter the Initial Value of the Member Credit
5. Enter the Reason. For example Member - Member winner.
6. Click OK.

### **To Redeem a Member Credit**

1. Start a sale as normal.
2. Add items to the sale as normal
3. On the sales screen, click on the customer lookup and select the customer from the list of contacts.
4. Click on CHECK OUT
5. The list of member credits for the customer will be displayed. Select the member credit the customer wants to use.