

## How do I enter a complimentary membership?

Version 4.0

To make a membership complimentary, you first must make this person a member, then enter a dues payment receipt and check the "Complimentary" box.

1. Locate the Contact record of the person that you want to make a member or add a new Contact record.
2. Click the "Membership" tab in the lower left quadrant of the screen.
3. Click "Become a new member."
4. Enter the date the member joined, Membership Name, Membership Type, Membership Sub-type (if applicable), dues payment Interval and the usual dues payment for that membership level (if you have set up Membership Types and standard dues amounts in Setup | Contacts, the dues amount will be automatically filled in when you select the Membership Type).
5. Click "Create New Membership."
6. Click "Enter Dues Receipts."
7. Verify that the dates and other information are correct then click the Complimentary box so that a checkmark appears.
8. Enter \$0.00 for the Amount.
9. Choose a payment method other than "Check" from the Payment Type drop-down menu.
10. Click "Post."
11. Click "Yes" if you are sure you want to post this payment.
12. Click "No" when asked if you want to change the default dues amount for this member to \$0.00.
13. Click "Exit."
14. The Last Paid and Paid Thru fields will be updated with the new information. You will now see a Complimentary flag on the Membership screen for this record.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email [support@museumsoftware.com](mailto:support@museumsoftware.com). Thank you for using PastPerfect!