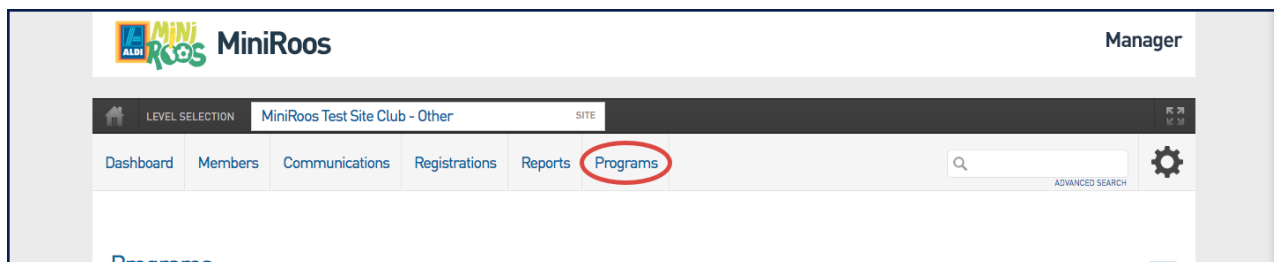


## Create a Program

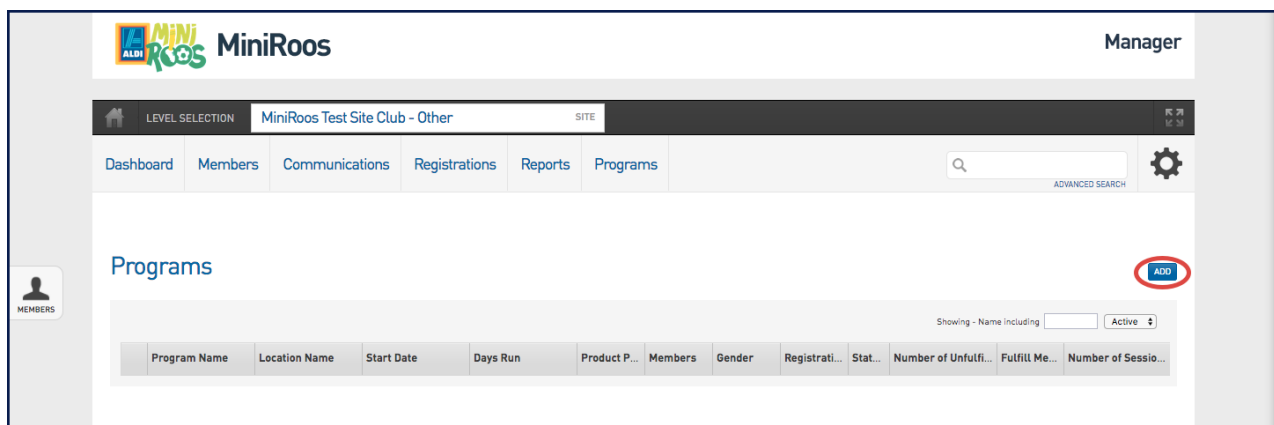
Last Modified on 12/02/2022 3:17 am AEDT

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

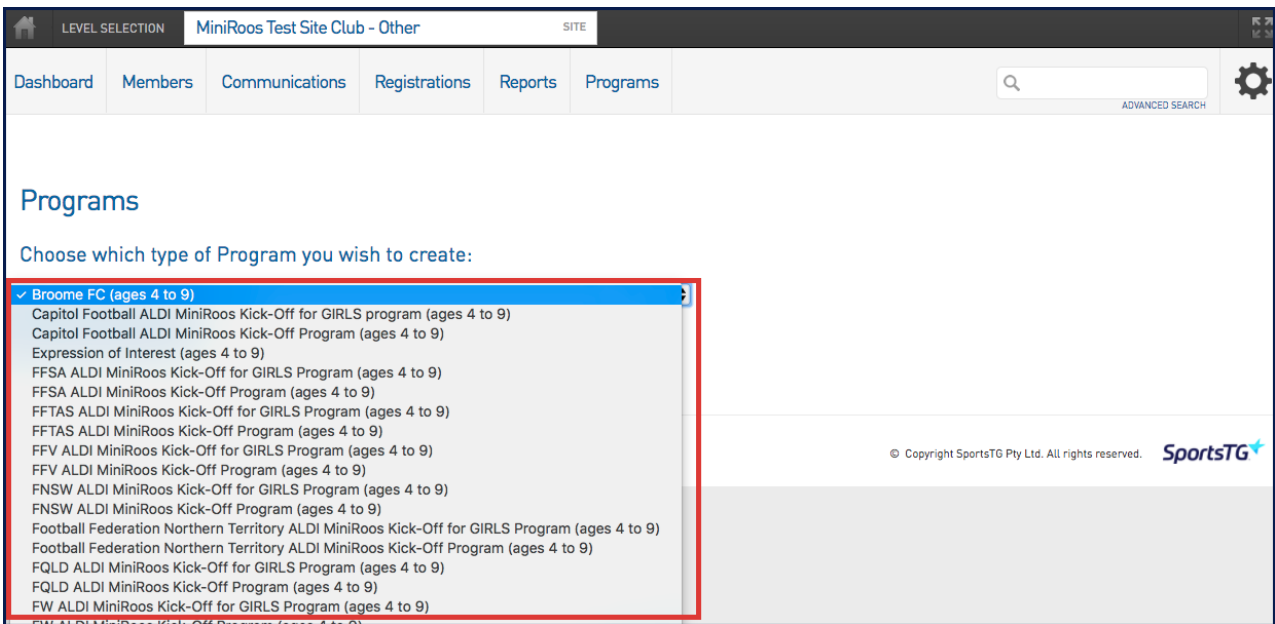
1. Select **Programs** from the menu.



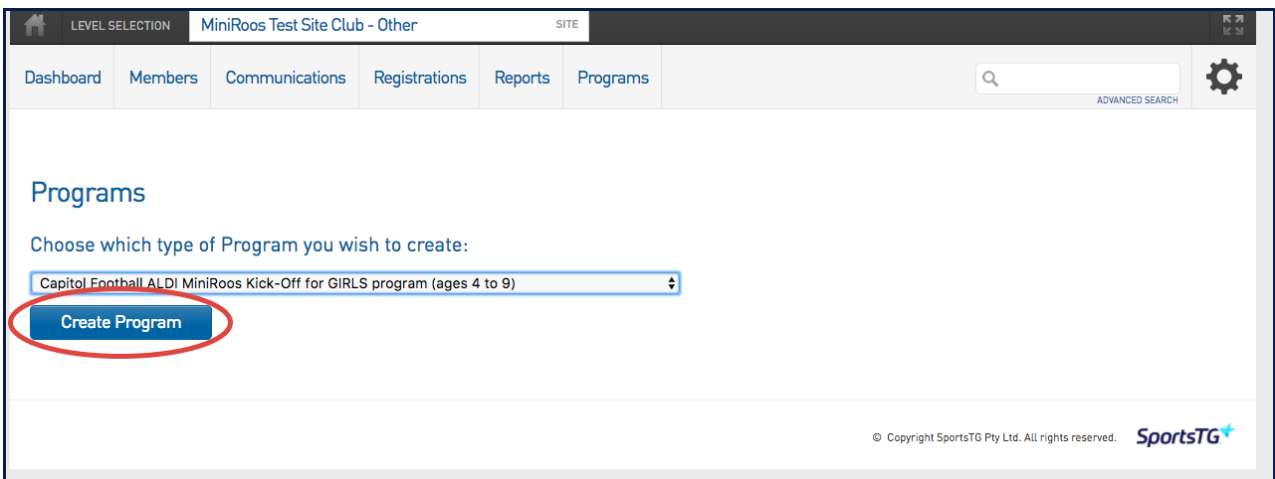
2. Click **Add** to create a new program. This will open the page where you can create a program.



3. Select the type of program you wish to create from **Choose which type of Program you wish to create** drop-down.

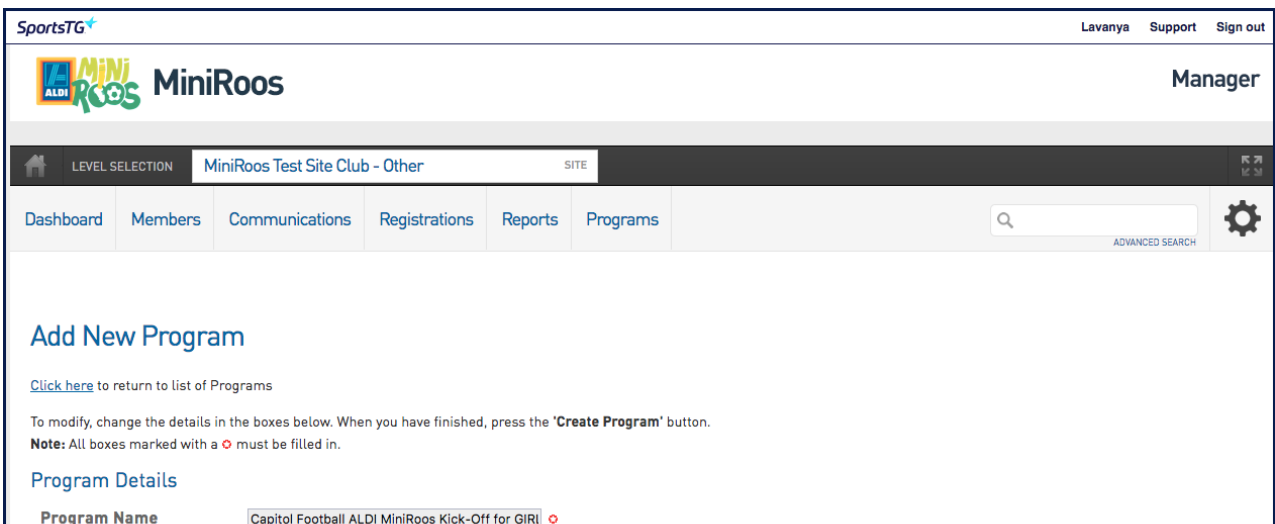


4. Click **Create Program**. This will open the Add New Program page.



5. Enter all the information and click **Create Program**.

**NOTE:** all fields marked with red star symbol are mandatory.



**Program Type** 6 Sessions

**Program Details**

**Active?**

**Location Type** Site

**Location** Ramsgate School

**Age Details**

**Youngest Suggested Age** 4

**Oldest Suggested Age** 9

**Oldest DOB**

**Allow Oldest DOB exceptions?**

**Youngest DOB**

**Allow Youngest DOB exceptions?**

**Gender Details**

**Gender** Female

**Session Details**

**Start Date** 17/08/2017

**Start Time** 10:00 24 hour time

**Capacity**

**Duration** 45 to 75

**Number of Sessions** 6 to 20

**Number of Coaches** 1 to 20

**Days Run**

Please ensure that the day of week matches your start date.

**Monday?**

**Tuesday?**

**Wednesday?**

**Thursday?**

**Friday?**

**Saturday?**

**Sunday?**

**Registration Details**

**Default status of new Members on Enrolment** Active

**Create Program**

6. You will get a message stating that the program was added successfully. Click on **Click here** to go the program list and verify.

## Add New Program

[Click here](#) to return to list of Programs

Record added successfully

[Click here](#) to return to list of Programs


© Copyright SportsTG Pty Ltd. All rights reserved. **SportsTG**

7. The Program is created. Continue to Add until you complete creating all your programs.

## Programs

ADD

Showing - Name including  Active

Program Name	Location Name	Start Date	Days Run	Product P...	Members	Gender	Registrati...	Stat...	Number of Unfulfi...	Fulfill Me...	Number of Sessio...
 Capitol Football A...	Ramsgate School	17/08/2017	TBD	<a href="#">Edit Prices</a>	<a href="#">View Mem...</a>	Female	<a href="#">Register</a>	<input checked="" type="checkbox"/>	0		6

© Copyright SportsTG Pty Ltd. All rights reserved. **SportsTG**