Setting up joining

What a new member reads and does when they first sign in: your joining letter, and the forms you ask them to complete.

Where

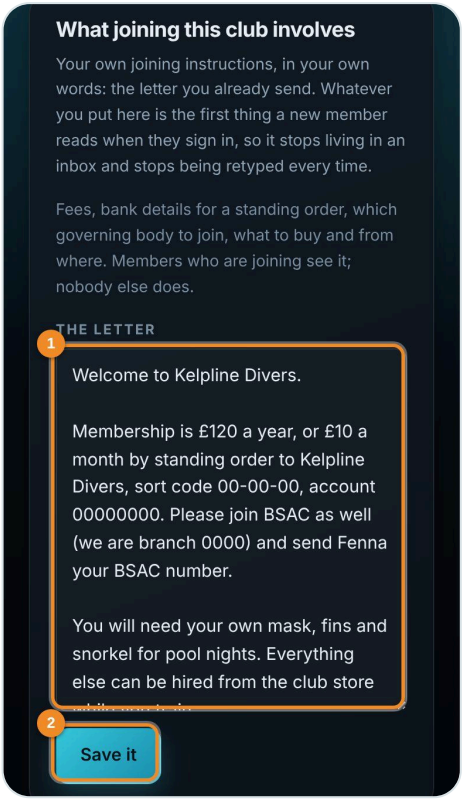
Members admin → Membership.

Walk them in

Tick **on joining** beside a new member and they get the joining checklist when they sign in (guide M11).

Your joining letter

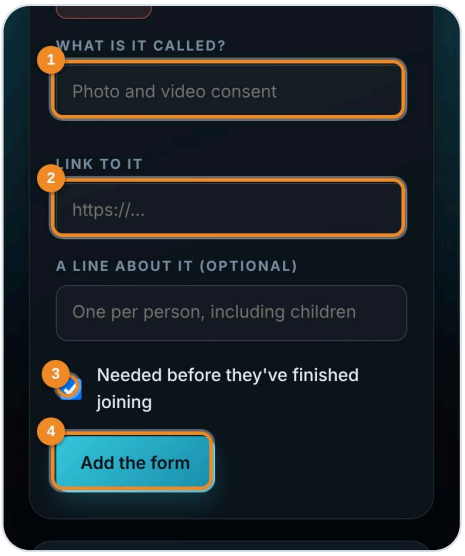
1. **Write it once**
   Under **What joining this club involves**: fees, bank details for a standing order, which governing body to join, what to buy. Press **Save it**. New members see it first; nobody else does.



1 the letter, 2 Save it.

Forms

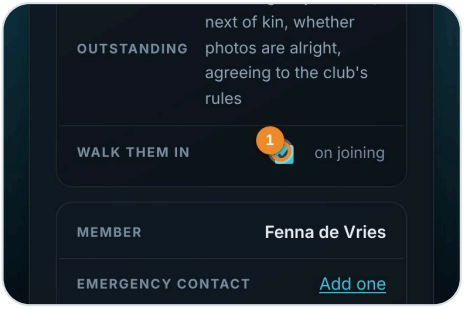
1. **Add each form**
   Give the form a name and the link to where you already keep it, such as a photo consent or medical declaration, and a line about it. Leave **Needed before they've finished joining** ticked if they must do it. Press **Add the form**. The member ticks to say they've done it; nobody can tick it for them.



1 name, 2 link, 3 needed, 4 Add the form.

Walking a new member in

1. **Tick on joining**
   Under **What members still owe you**, tick **on joining** beside the new member. The next time they sign in, they get the checklist. Untick it if they shouldn't be asked.



1 on joining.

FoxFace Diving how-to guides, guide MS2. Pictures are from Kelpline Divers, a made-up club; your club's site shows your own names and kit. Made by FoxFace. Version 2, October 2026.