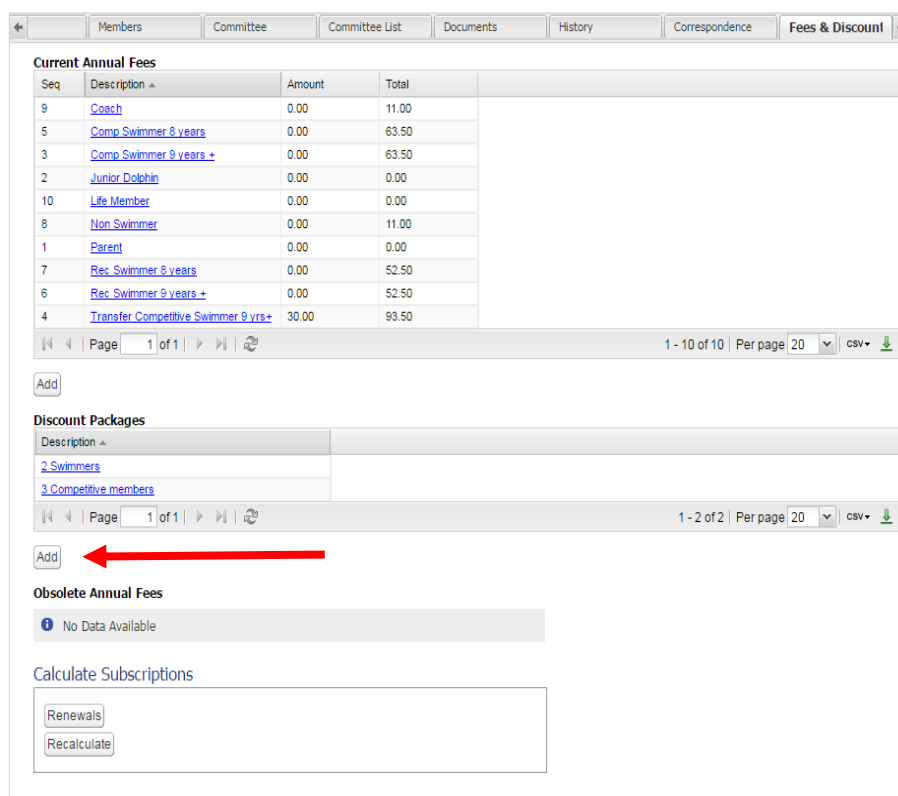


## Creating Discount Packages in ClubLANE

### Step 1. Adding a new discount package

- Add a new discount package by selecting the add button beneath the “Discount Packages” heading.

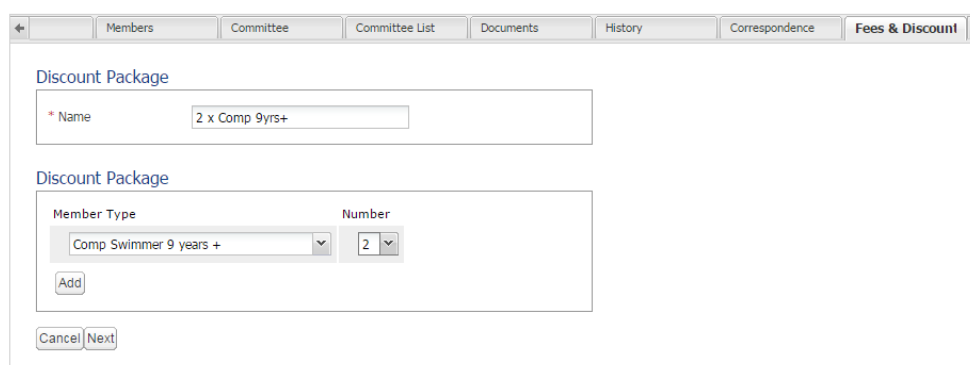
Please note, if you find a previously created discount package is not calculating correctly, it is easier to simply delete the package and recreate it.



The screenshot shows the ClubLANE interface with the 'Fees & Discount' tab selected. It displays a table of 'Current Annual Fees' with columns for Seq, Description, Amount, and Total. Below this is the 'Discount Packages' section, which currently lists '2 Swimmers' and '3 Competitive members'. A red arrow points to the 'Add' button located below the 'Discount Packages' list. At the bottom, there are buttons for 'Renewals' and 'Recalculate' under the 'Calculate Subscriptions' heading.

### Step 2. Labelling your discount package

- Label your discount package clearly and concisely, as this name will appear on a member’s invoice if the package applies to their family. For example, 2 x Comp 9yrs+.
- Then select the correct member type and number that reflects the discount package you are creating.

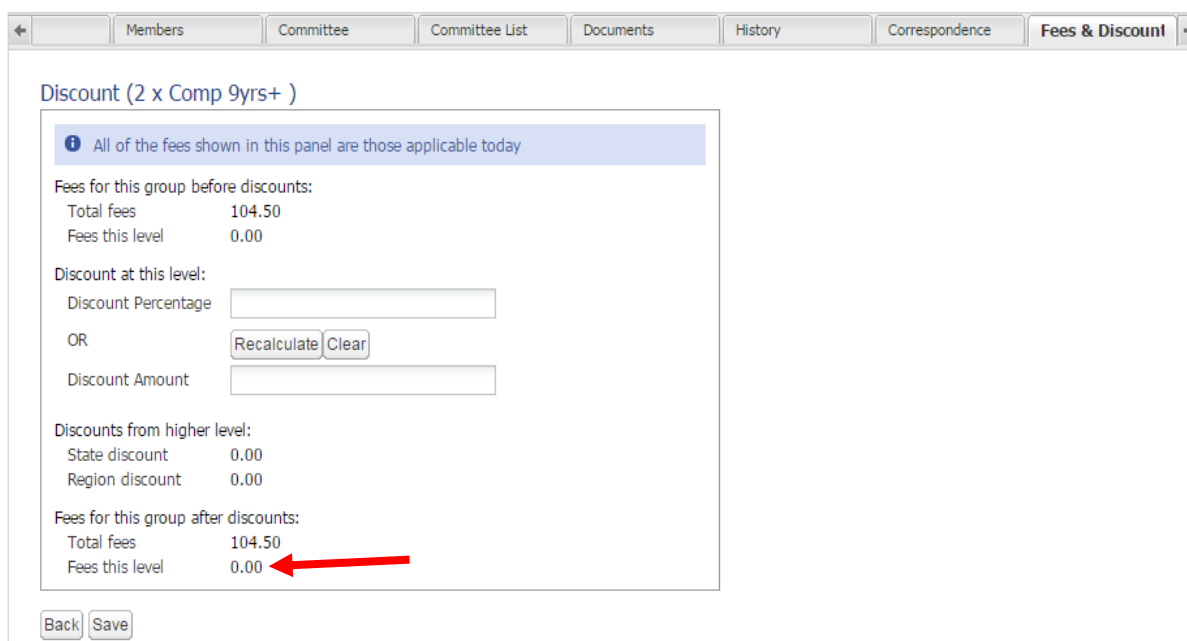


The screenshot shows the 'Discount Package' form in ClubLANE. The 'Name' field is filled with '2 x Comp 9yrs+'. Below it, the 'Member Type' dropdown menu is set to 'Comp Swimmer 9 years +' and the 'Number' dropdown menu is set to '2'. There is an 'Add' button below these fields, and 'Cancel' and 'Next' buttons at the bottom of the form.

### Step 3. Adding your Club's discount amount

- Add the amount your **Club** will be discounting in the "Discount Amount" field and select the "Recalculate" button.
- If you enter an incorrect amount and need to adjust it please ensure you select the "Clear" button before re-entering the discount amount.
- Refer to the "Fees this level" line to determine if your package is calculating correctly.
- When the package is correct, select save and continue the process for all packages required for your Club.

*Please note, discount packages will calculate using fees as at the day you are creating the package and will not take into consideration any future dated fees. Furthermore, both of the "Total Fees" lines displayed on this screen will include National, State and Region Fees and/or Discounts.*



The screenshot shows a web interface with a navigation bar at the top containing tabs: Members, Committee, Committee List, Documents, History, Correspondence, and Fees & Discount. The main content area is titled "Discount (2 x Comp 9yrs+ )".

Below the title is a blue information box: "All of the fees shown in this panel are those applicable today".

The interface displays the following fee and discount information:

Fees for this group before discounts:	
Total fees	104.50
Fees this level	0.00
Discount at this level:	
Discount Percentage	<input type="text"/>
OR	<input type="button" value="Recalculate"/> <input type="button" value="Clear"/>
Discount Amount	<input type="text"/>
Discounts from higher level:	
State discount	0.00
Region discount	0.00
Fees for this group after discounts:	
Total fees	104.50
Fees this level	0.00

A red arrow points to the "Fees this level" value of 0.00 in the "Fees for this group after discounts" section.

At the bottom of the panel are "Back" and "Save" buttons.