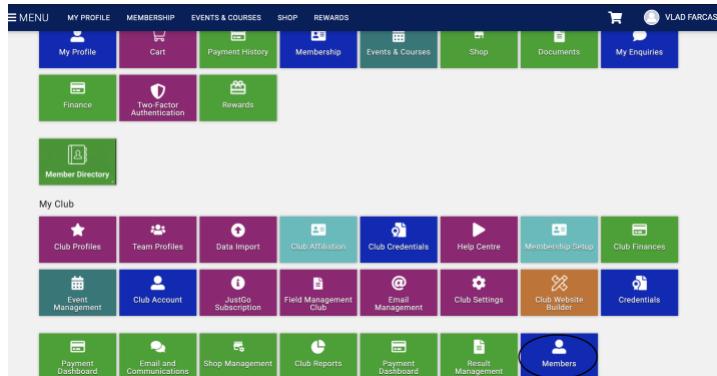


Creating a New Member Account and Renewals in JustGo for Club Admins

This guide explains how club administrators can create a new member account and purchase or renew a membership in JustGo.

Part 1: Creating a New Member Account

- Step 1: Log in to Just GO. Under the My Club menu, select Members.



- Step 2: Click Add Member.

A screenshot of the 'Add Member' form in JustGo. At the top, there's a search bar and a 'Refresh' button. Below that is a table with columns for 'Members', 'Family', 'Governing Body Membership(s)', 'Club', and 'Club Role(s)'. The 'Add Member' button is located at the top left of the table area, circled in green with a white arrow pointing to it from the right side of the image.

- Step 3: Fill out all required member information, including personal and contact details.
- Step 4: Review the information for accuracy and submit the form. The member account is now created and will appear in your club roster.

Part 2: Purchasing or Renewing a Membership

After collecting membership fees for a player, whether a newly created member account or a renewal for an existing account, you will need to purchase the membership on behalf of the player. If it's an existing player who is not already a member of your club, then you will first need to add the player as a club member.

Important Note on Membership Renewals

To renew a member's membership, the member **must be part of your club in JustGo**. If the member is not currently attached to your club, the renewal option will not be available.

If a member is not showing in your club roster, they must complete the following steps:

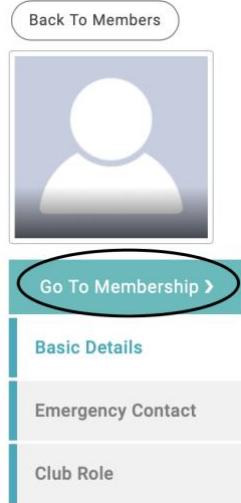
1. Log in to **JustGo** using their personal account.
2. Go to **My Profile**.
3. Add or select your club as their affiliated club.

Once the member has successfully attached themselves to your club, club administrators will be able to locate the member in the club roster and proceed with the membership renewal process

1. Step 1: In the Members menu, locate the club roster and click on the member you wish to purchase or renew a membership for.

Members	Family	Governing Body Membership(s)	Club	Club Role(s)
Vlad Farcas 1192075		No Active Membership	San Antonio Table Tennis Club	Member
Daniel Reynolds 88626		Basic Expires on 22 Jul 2026	San Antonio Table Tennis Club	Member
Vlad Farcas 218690		Lifetime Expires on 01 Jan 2100	San Antonio Table Tennis Club	Club Admin
Cyril Mayeux 1171091		Basic Expires on 19 Aug 2027	San Antonio Table Tennis Club	Club Admin
Christopher Muntz 1166493		Basic Expires on 19 Aug 2027	San Antonio Table Tennis Club	Member
Agnihotri Minesh 1191352		Basic Expires on 22 Oct 2026	San Antonio Table Tennis Club	Member
Albert Felan 216232		Basic Expires on 03 Feb 2026	San Antonio Table Tennis Club	Member

2. Step 2: Press Go to Membership
3. Step 3: Click Add USATT Membership.



4. Step 4: Select the membership type: Bronze, Silver, or Gold.

[Back To Members](#)

Governing Body Categories (Vlad Farcas)

These are your available categories, click on the relevant category to add or review membership



5. Step 5: Agree to the Member Code of Conduct and SafeSport policy. Adding an emergency contact is optional.
6. Step 6: Click Check Out. The 10% club discount is automatically applied in the cart.

A screenshot of a shopping cart summary page. The top section shows a product row for "Pro (Vlad Farcas) USA Table Tennis". The bottom section shows a "ITEMS SAVED FOR LATER (0)" section. Below these is an "Order Summary" section with a green header. The summary table shows:

	QTY	NET TOTAL	TAX	TOTAL
1	\$76.00 \$67.50	\$0.00	\$67.50	

Below the summary is a "Discount" row with a circled minus sign and "- \$7.50", followed by "Net Total" and "Total (USD) \$67.50". A "Pay with Card" button is at the bottom right.

7. Step 7: Complete the payment to finalize the membership purchase or renewal.

A screenshot of a payment confirmation page. It shows the same shopping cart summary as the previous page. The "Order Summary" section includes:

	QTY	NET TOTAL	TAX	TOTAL
1	\$76.00 \$67.50	\$0.00	\$67.50	

Below the summary is a "Discount" row with a circled minus sign and "- \$7.50", followed by "Net Total" and "Total (USD) \$67.50". A "Pay with Card" button is at the bottom right.

8. The Membership is now current