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| **Twin Peak Member Management**  **Author**: Justin Ely **Date**: March 29, 2021 | | |
| **Use-Case Name:** | New Member Entry | |
| **Use-Case ID:** | TP-01 | |
| **Priority:** | High | |
| **Source:** | Twin Peak Member Management | |
| **User:** | Employee | |
| **Monitored by:** | General Manager | |
| **Description of use-case:** | This use-case describes the user (employee) creating a new member profile within the Twin Peak database. | |
| **Normal Events:** | | |
| **User:** | | **System:** |
| 1. This use-case is initiated when the employee opens the database. | | 1. The system responds by displaying the Member Info form. |
| 1. The employee will select the “Create New Member” button. | | 1. The system will respond by creating an empty data entry page. |
| 1. The employee will enter all data on the new member and select the “Save Member Info” button when completed. | | 1. The system will save all information in the Member Info table and return to display mode, showing all members in the Member View form. |
| 1. The employee will then log the new member information into the company’s “Stats Sheet” which is an excel spreadsheet saved on the desktop computer at the front desk. | |  |
| **Alternate Events:** | | |
| 3a. If the member is renewing their paid-in-full membership or re-enrolling in a monthly membership, the employee will simply open the Members info and ensure that their information is correct, updating card information or anything else that has changed since the prior membership ended. | | |
| 7a. If the member is renewing their paid-in-full membership or re-enrolling in a monthly membership, the employee must notate this in the “notes” section of the “Stats Sheet.” | | |
| **Conclusion:** | The “New Member Entry” use-case is important in maintaining the correct information on members as well as tracking all new and renewed memberships. | |
| **Constraints:** | Employees may not be trained well enough to maintain integrity with the Access database, extensive training is pertinent to error-free use. | |