# Webling

Membership management
Billing
Book keeping


- Membership Management
  - Types of membership
  - Membership management process

# Membership Management

All you need to know to manage memberships wih webling

# Types of membership

# Regular memberships

The following membership types are the regular ones and can be managed by the people themselves through the **membership portal of webling**. All membership types are managed in one field for technical reasons, as it is unfortunately it is not possible to show only a selection of it in forms or the membership portal.

## Student member

You are a student and you want to be part of VELOVE and support us, but you don't have time to be an active member.

Fee: 10CHF /year suggestion (you can pay more or less)

## Active member

You help by opening workshops or other forms of activity.

Fee: none (free)

## Alumni or External member

You are not a student (anymore) and want to use our workshops.

Fee: 50 CHF/year

## Patreon member

You want to continue using our workshops and give us extra support. Thanks!

Fee: 100 CHF/year (or more)

# No longer a member

You want to leave our association. We will delete your information.

# Special memberships

The following types of memberships are not to be self-selected but managed by the board, as these people and organizations need to stay in the database for **billing** or as important contacts.

## Board membership (do not select)

Members who sit on either the board of Velove Schweiz or a Velove Workshop

## Honorary membership (do not select)

Some people that you might want to keep listed as honorary member, as ex Rector Sara Springman for example.

## Juristic person membership

Other organisations for example, such as Pro Velo Zurich

## Sponsor (do not select)

Orgainsations to bill and keep informed about our activities, past donors etc.

## Other (do not select)

Other types of people or organisations you might want to manage.

# Membership management process

## Rules

- Do not use the "group" functionality of webling, but use the field "affiliation" instead. Groups has only disadvantages in comparison.

## Board member VELOVE CH

- Billing
  - All members
  - General sponsors
-

## Board member local chapter

- Member should add themselves using the form
- Most members will be either an "activer member or a regular member"
-

## Regular member

- Selects his own membership type
- Pays his bills
-