



# new membership

Follow these steps to sell a new Pure Privilege<sup>SM</sup> Membership.

## Selling A New Membership

1. From the SalonBiz<sup>®</sup>/SpaBiz<sup>®</sup> menu bar, click on the Ticket icon.
  2. Click the New Ticket button.
  3. Type in the guest's first and last name. Select the guest from the Search for Customer box.
  4. Press the F7 button on your keyboard.
  5. Enter the first and last name of the guest. The name on the ticket is typically the same as the name on the membership, so you can simply click the F2-Same as Ticket button.
  6. Enter the Pure Privilege card number in the Card Number field. You can do this by putting your cursor in the Card Number field and scanning the temporary card or by manually typing in the number.
    - If you choose not to enter the Pure Privilege Membership number in the Card Number field, you will have the option to enter the correct serial number before processing the ticket. Not entering the correct Pure Privilege Membership number will result in no points awarded for the purchase.
  7. From the Membership Type drop down menu select Pure Privilege.
  8. The price (\$10.00) will automatically post in the Price field.
  9. The days valid will automatically post (zero days). Double check to make sure there is no expiration date.
  10. Click the New Membership button.
  11. Enter a staff in the Staff1 field on the ticket.
- ❖ The guest will automatically be awarded 10 points per dollar for their initial card purchase.



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