



Member Type Filtering

2018 - Summer Edition

User Guide - Table of Contents

[Overview](#)

[Use Case\(s\)](#)

[Accessing the Tool](#)

[Enabling/Disabling Member Type Sync](#)

Overview

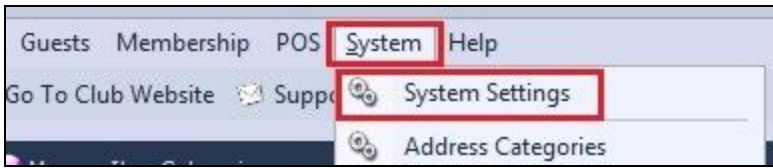
You may need to alter the member type sync that occurs between Office to Banquets. This guide details how a club employee can alter the sync.

Use Case(s)

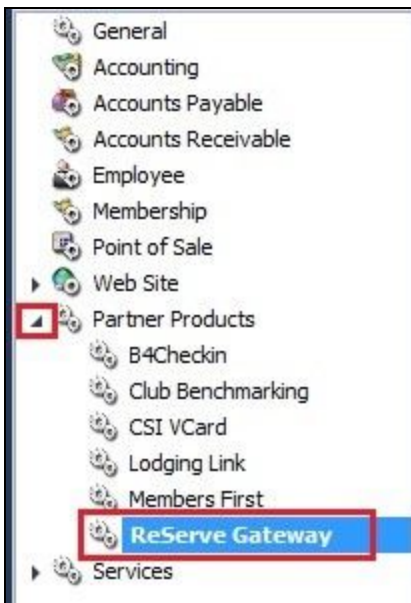
In the event you wish to add member types to sync to Office, or to remove certain member types from displaying in Banquets.

Accessing the Tool

Open **Office**, and **click System** from the top navigation then **click System Settings**.



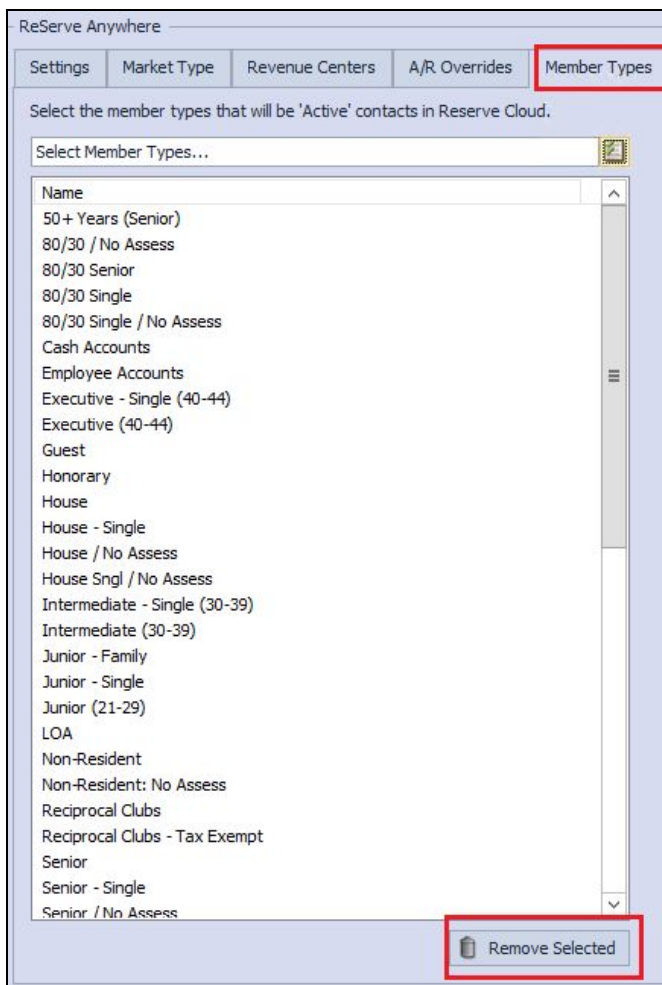
Click the arrow next to **Partner Products**, and then choose **ReServe Gateway**.



Enabling/Disabling Member Type Sync

In the next screen choose the **Member Types tab** to open the currently selected member types. This is a list of **'Active' member types** for the sync. From this screen, you can **click** on the **member type** to select the type. Then **click** on **Remove Selected** to disable the sync.

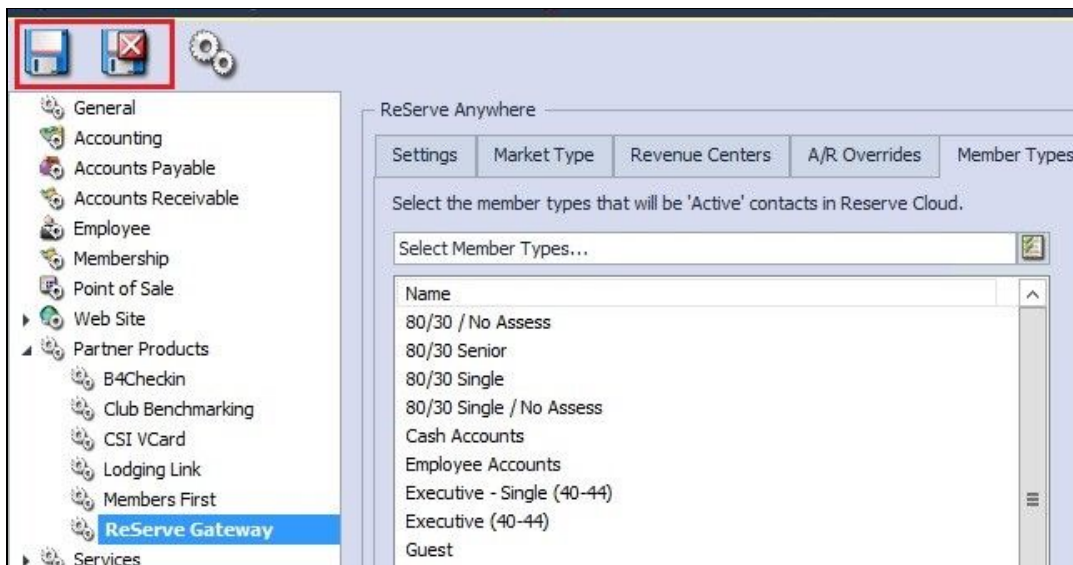
From this screen, you can **click** on the **member type** to select the type. Then **click** on **Remove Selected** to disable the sync.



To add member types or unselect all, choose the **check box icon** next to the field for **Select Member Types**.



In the next screen, choose the member types you wish to add or remove by clicking the check box next to the member type name. Choose **select** once choices are completed.



After all changes are completed, always make sure to **click the save icon**.