



## How to make your Membership Packages “Available for Public Purchase”

There are two different ways membership can be set up by a club. The memberships will either be set as private, and the club will manually allocate packages to individuals, or they will be available for public purchase. A membership that is available publicly is available to purchase by anyone that is registered to the club (subject to age-related rules), meaning they are available on a self-service basis without club intervention.

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### The reason for creating public membership packages

This type of package will allow anyone who is registered to your club to log into [ENgage](#), access the package, and buy it. This is suitable for clubs that have no reason to limit the number of people who can purchase the membership.

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### How to make the membership packages available for public purchase

By default, the pre-set membership packages are set as **private**. This means that they are only available to individuals to purchase once the club has allocated them a package to buy.

This change can only be made by roles with the ability to edit the **Finance** section of ENgage (i.e. Chairperson, Secretary, Treasurer and Vice Chair).

To do this, you'll need complete the following steps:

1. Go the **Finance** section and select **Membership Schemes**.
2. Select the package you wish to change the settings for and press **Edit**.
3. You will then be presented with the details of the package. In the **Membership Options** area, change **Available for Public Purchase** to **Yes**.
4. **Save**.
5. Repeat this process for each of the membership categories.

For more detailed information, please refer to page 10 and 11 of the **Building Membership Packages** user guide [here](#).