



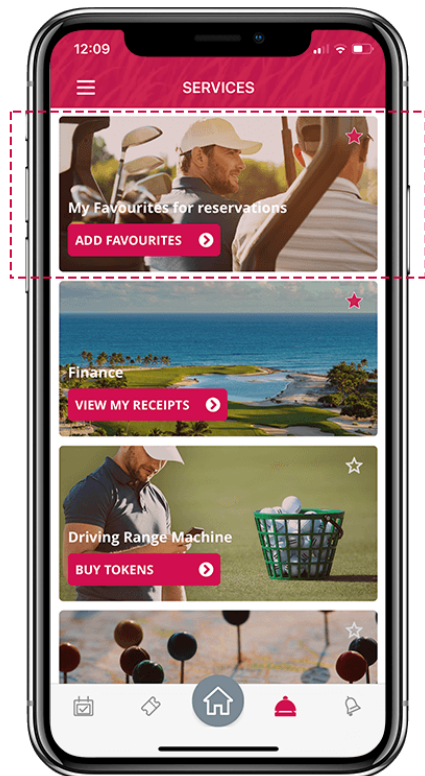
ADD YOUR PARTNERS AS "FAVOURITES" ON THE CLUB MEMBERS PORTAL

To be able to add other members to a reservation you must **first add them to your list of "Favourites" in Members.**

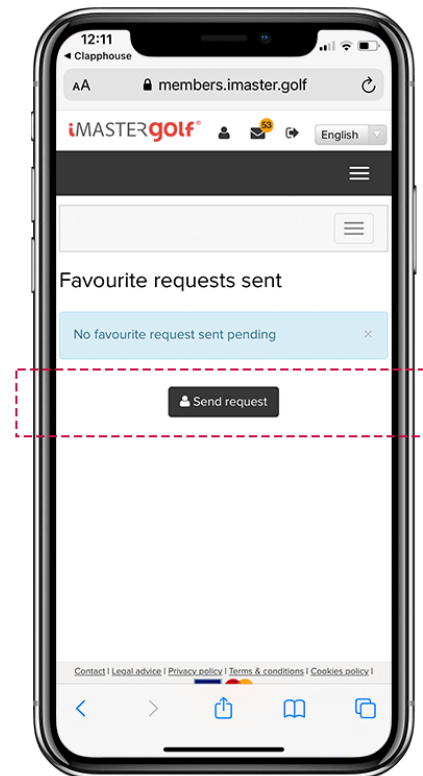
Members is the club's membership portal,
a different technology solution from Claphouse
and developed by another company.

Thanks to Claphouse it will be easier for you to access Members.
As we know who you are, **we will manage**
your access to the portal automatically.

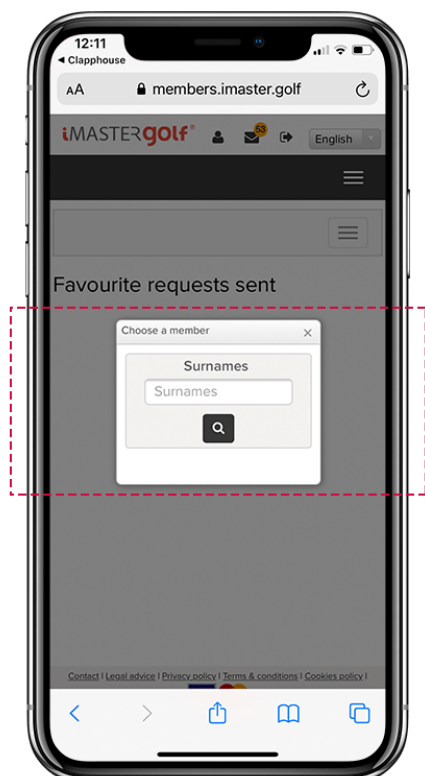
1. Click on "ADD FAVORITES" service in the "SERVICES" section located in the side menu



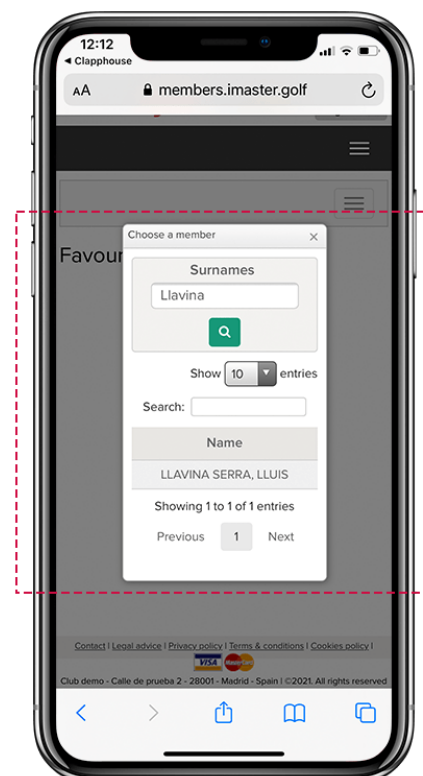
2. You will automatically access the Members portal. Click on "Send request"



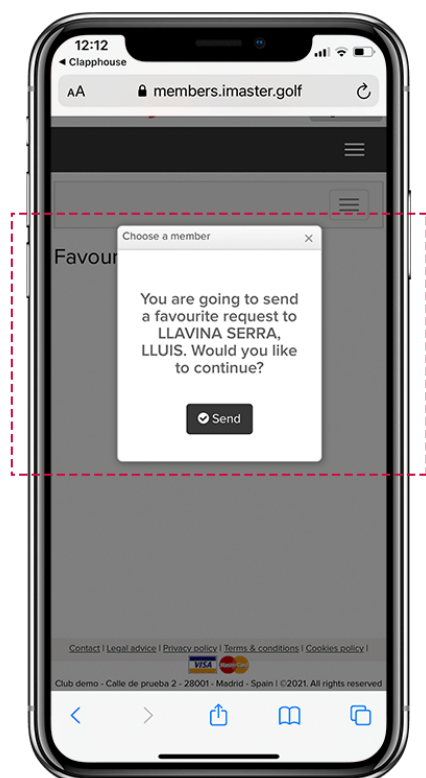
3. Search for another member by name or last name



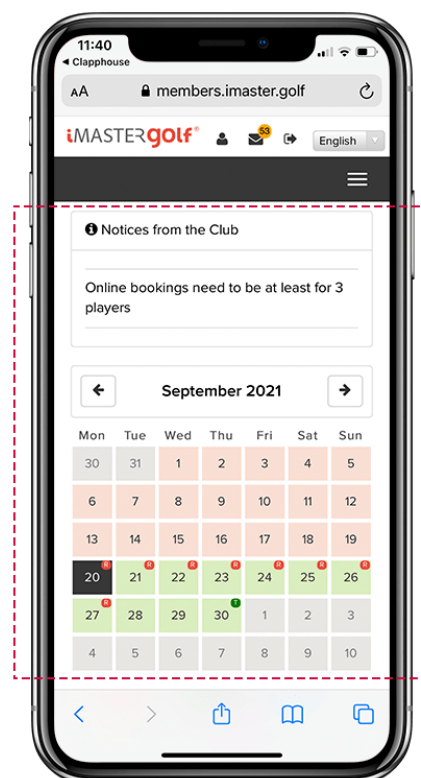
4. Click on his name
(make sure he or she is who you want)



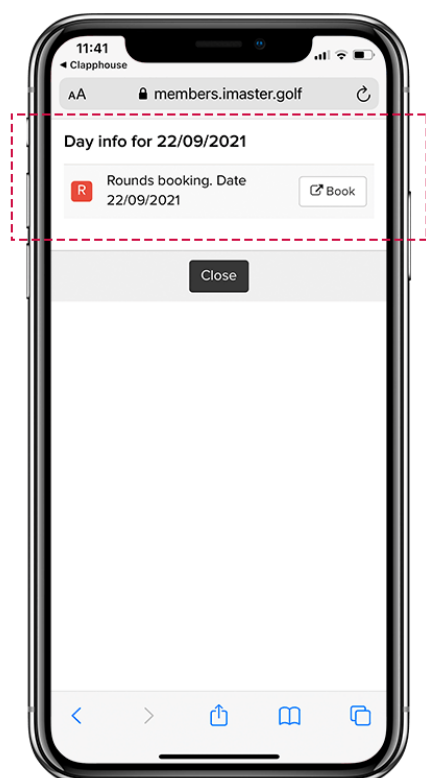
5. Click on “Send”
(optional depending on club configuration)



6. Back to the “Calendar page” & book choosing the day



7. Click on “Book”



8. Click on “Add new members” & select him from your list

