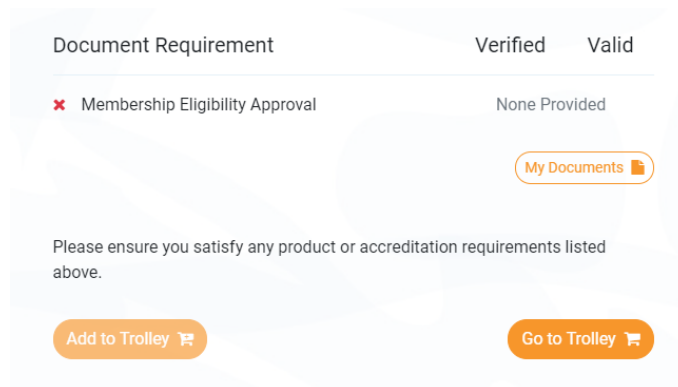


## Purchasing a Membership Product that has a Document Requirement

When a new member attempts to [purchase a membership product](#) with your club through the *Shopping* icon, they will be notified that they need a 'Membership Eligibility Approval' document to be able to add the product to the trolley for purchase.

Click on *My Documents*



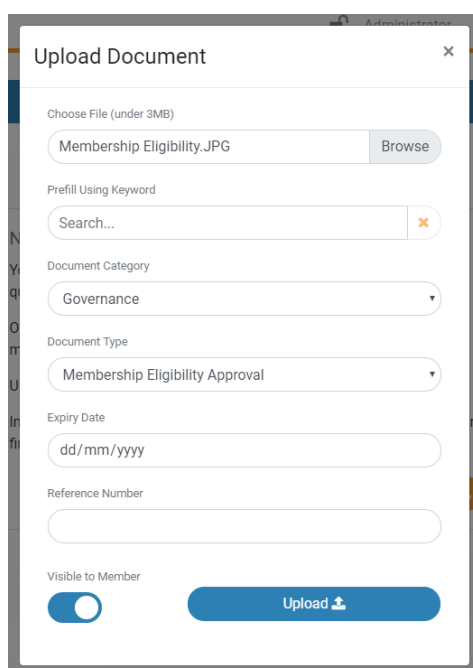
This will take the member to their document library, where they can upload their 'Membership Eligibility Approval' document (as mentioned above).

**Document Category:** Governance

**Document Type:** Membership Eligibility Approval

**Expiry Date:** If your club requires a new Membership Eligibility approval each season, this date should be the last day of the current season (e.g. 30/09/19). If the member can continue to use this document for future renewals, the expiry date can be left blank.

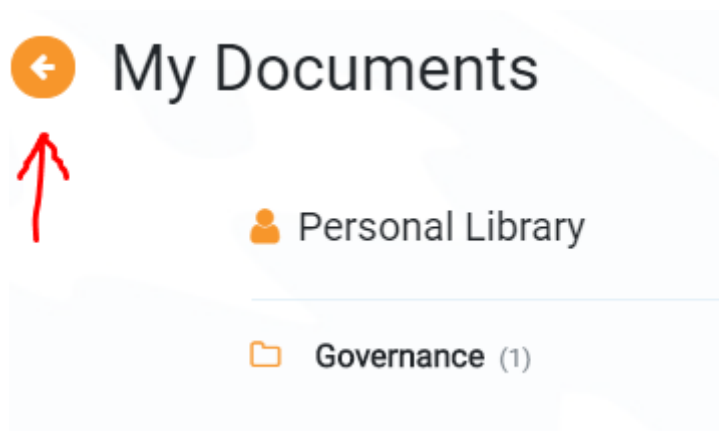
**Reference Number:** Can be left blank, unless your club wishes to have a reference number for the document



The screenshot shows a 'Upload Document' form with the following fields and options:

- Choose File (under 3MB):** A text input field containing 'Membership Eligibility.JPG' and a 'Browse' button.
- Prefill Using Keyword:** A search input field with 'Search...' and a clear 'x' button.
- Document Category:** A dropdown menu with 'Governance' selected.
- Document Type:** A dropdown menu with 'Membership Eligibility Approval' selected.
- Expiry Date:** A date input field with the placeholder 'dd/mm/yyyy'.
- Reference Number:** An empty text input field.
- Visible to Member:** A toggle switch that is currently turned on.
- Upload:** A blue button with an upload icon.

Once the document is uploaded, click back on page, which will take you back to your product purchase.



The member now meets the requirements for the product and can proceed with payment.

Once payment is made; the member will receive the following message that the approval of their purchase is pending.

