

## Enrollment to Program by Administrator

### Step 1: Navigate to the Target Organizations Dashboard

- Log into MMS and navigate to your organization's dashboard.

### Step 2: Navigate to Program Enrollment

- Select "Manage" >> "Programs" from the main menu.
- Hover the mouse over the name of the program.
- Click the dropdown arrow and select "Enroll Members".

**Test BC Speed Skating Club**  
Manage Programs  
 Include past programs [Add new program](#)

Click on the program name below to see available options for that organization program

Name	A	P	C	Fee	Start Date	End Date	Is Visible	Is Fee Visible	Online Payment
2016 Annual Competitive Membership	1	0	0	\$1,050.00	2016-01-01	2016-12-31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 Annual Competitive Membership with Grace per	0	1	0	\$1,050.00	2015-09-01	2016-08-31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 Upgrade to Elite	1	0	0	\$200.00	2016-01-01	2016-12-31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Other Agreement	0	1	0	\$175.00	2015-09-05	2016-01-28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Step 3: Find and add the person

- At minimum enter the first three characters of the person's last name and click find.
- Click the "Enroll" button next to the person you wish to add.

**Test BC Speed Skating Club**  
2016 Annual Competitive Membership  
Enroll Members in Program

SEARCH USERS

Name:

AS OF DATE

As of Date:  (yyyy-mm-dd)

First Name	Last Name	User Name	Member Number	Birth Year	
Darryl	Anderson	darrylanderson	500086	1974	<input type="button" value="ENROLL"/>

**Important Note:** You will not be capturing electronic acceptance to any of the documents associated with the program.

There is currently no mechanism for a member to accept the associated documents after the being added to a program in this manner. This has been logged as an enhancement.