User manual for members / users

Version: 08.01.2025

Would you like to use Membplace to find a new club, or have you been invited by a group or regulars' table, for example? We are delighted!
Membplace is new and is constantly being improved with new features. It is important to us that as many clubs and people as possible use Membplace. That is why we offer the basic features free of charge. If you have received an invitation, please accept it. It will make the administrative work for your club much easier. It will also be easier for you: if you have different memberships that are accessible on Membplace, you don't have to report a change of phone number to each club individually, for example, but only change it in your Membplace profile. All your clubs or organisations will automatically be notified of the changes.

Perhaps you are looking for a new club? Then search for it on Membplace. You can also register as a "fan" of the club and receive news directly in the app. This means you don't always have to visit the individual club websites.

As mentioned, the basic functions of Membplace are free. If you would like to create your own community topic or even use Membplace for your regulars' table, then purchase a VIP package. This will help us to further develop Membplace with new features.

How to create a profile or account on Membplace

1. Download the app from the store (e.g. Apple, Android) or use the browser solution: https://app.membplace.com/sign-in
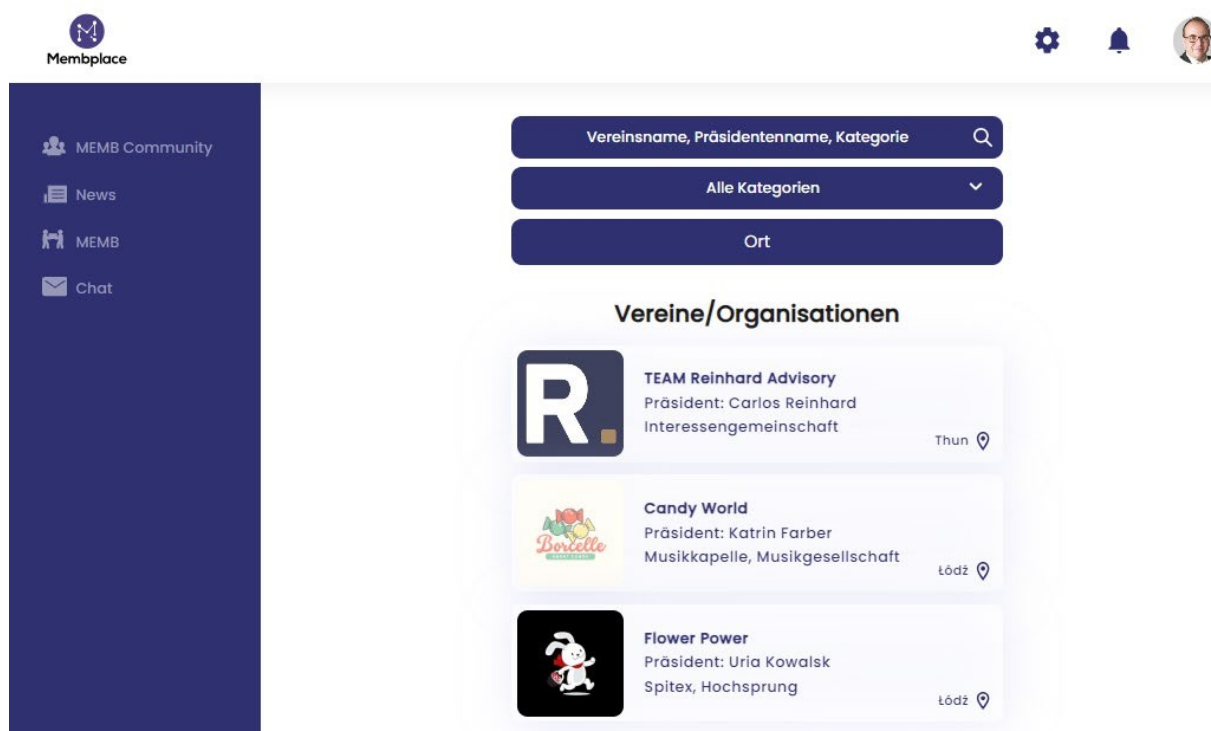
2. Register or log in.

Description of individual features:

Please note:
You can enter, save and change data in fields in various places. Please note the corresponding function keys:

✎	Click on this symbol to edit the field.
✓	After entering your information, click on this symbol to save the field.

Left side:

- **MEMB Community:** A kind of discussion forum where you can chat with the entire Membplace community or create a blog.

- **News:** Here you will find all the news (announcements) from your clubs or organisations, or from clubs that you have registered as a "fan" of. The latest news is always at the top.

- **MEMB:** Here you can find new clubs or see where you are already a member.

- **Chat:** Here you can send messages to people you have found, for example via a club.

Top title bar (gear icon):

- Here you will find important documents such as "Data Protection", "Legal Notice" and further information.

- **Log out:** Log out of Membplace (your profile will remain intact).

Top title bar (bell):

- Here you will find all system messages so that you know what has changed since your last visit or what messages you have received.

Top title bar (profile picture):

- **My memberships:** Here you can view and manage your memberships (when you click on the club).

    Under Members, you can see which other people are also members

(except for people who have opted out of publication in the privacy settings). You can select these people and then send them a message, for example. Always use the following button for such messages:

- My appointments: Here you will find all events and appointments that you have registered for with your clubs. You can also manage them here.

- Packages: Here you can purchase another paid user package and unlock more features on Membplace. Please select your preferred currency.

- Survey: We conduct surveys on an irregular basis. You will find these questions here.

- Change language: Here you can change the system language of Membplace. Please note: Messages and news texts are only displayed in their original language.

- Fan memberships: If you like a club, you can also just become a "fan". You will then see relevant news about this club in the news section. To do this, click on the following icon on the club page.

- Invoices: Here you can set how you would like to receive member invoices. Email invoices are free of charge. Paper invoices incur additional costs such as postage and administration fees, which vary depending on the country.
  You can also pay membership fees for other members (e.g. your children) here. You can also generate a PDF receipt so that you can print out all membership fee payments for your tax return, for example.

- Personal data: You can change your data here at any time. This ensures that every club always has your current details. You do not need to notify your club separately.

- Visibility in the club: If you do not want to be recognised as a member of a club (by other members), you can set this here for each organisation.

- Write to support: Chat with Membplace administration if you have any problems. However, please check the FAQ first or create a ticket there.

- Donations: Here you can conveniently donate an amount by credit card to a specific club of which you are a fan or member. Please note that credit card fees will be deducted by the club.

Support and suggestions
Do you have any suggestions for improvement, have you found any errors or do you have any questions? Write to us at: support@membplace.com

Thank you very much for using Membplace.