HELP

Manage seasons and memberships

Open a season and its prices, bring members in by code, request, enrolment or import, then follow memberships and payments.

Updated on 19 November 2026

Reviewed by Julien IPPOLITO, Admin

Written with the help of an AI

What it is for

The active season drives the club: its members, its events and its polls. You open the season, set its prices, then bring your members in and follow their payments.

Before you start

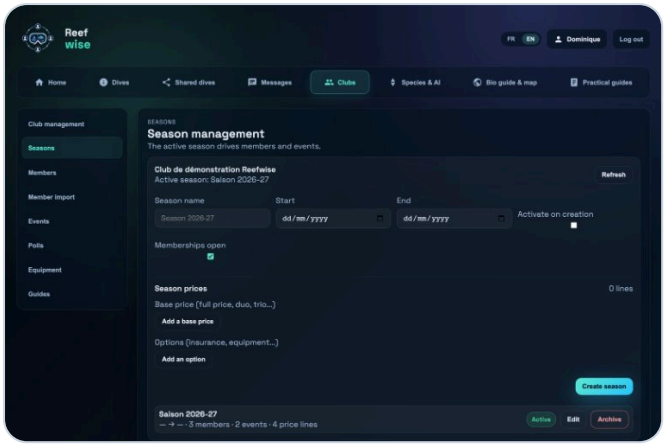
- Be an administrator of the club, in the web space: the iPhone lets you neither enter prices nor import members. Your club already has a first season, created with it.

Open a season

1. Open **Clubs**, tab **Seasons**.
2. Enter the **Season name** (“Season 2026-27”), then the **Start** and the **End** if you wish.
3. Add at least one **Base price** (full price, duo, trio…): without it, no member can send a request. Add your **Options** (insurance, equipment…) with their choices.
4. Leave **Memberships open** ticked, then **Create season**.
5. When you are ready, **Activate** the season. For a later season, **Copy prices from the active season** avoids typing everything again.

> Activating a new season only carries over the administrators. The other members must ask for their membership again or be enrolled by you; meanwhile, they stay followers of the club. **Archive** on a season closes its memberships and also archives all its events, after a confirmation; an archived season can no longer be activated. The active season stays active until another season is activated.

Seasons tab: creation and prices of the season



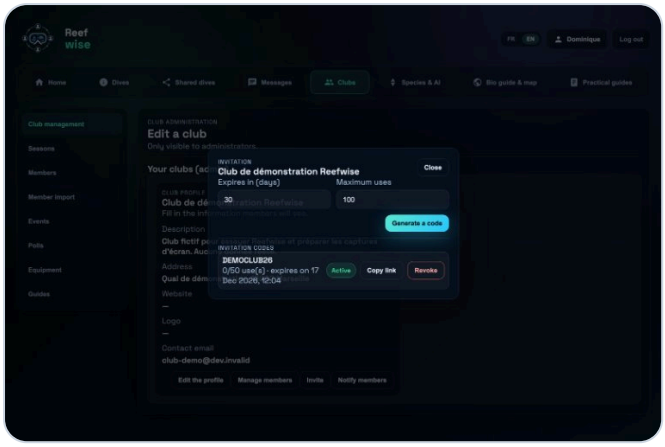
Reefwise

Bring the members in

Way	How	Result
Invitation code	Tab **Club management**, **Invite**: **Expires in (days)**, **Maximum uses**, then **Generate a code**. The member types it on the iPhone, menu **Join a club**, or in the web space, in their **Profile**.	Membership accepted at once.
Member's request	They follow the club then fill in **Create my membership**. In **Manage members**, **Pending requests**: **Accept** or **Decline**.	Membership accepted by you; the member is told by e-mail and notification.
Enrolment by you	**Manage members**, **Enrol in the active season**: former members, administrators and followers.	Membership accepted, unpaid: the payment and the price start again from scratch.
File import	Tab **Member import**: Excel or CSV file, **Analyze the file**, then import.	Accounts created, memberships accepted, e-mail to set the password.

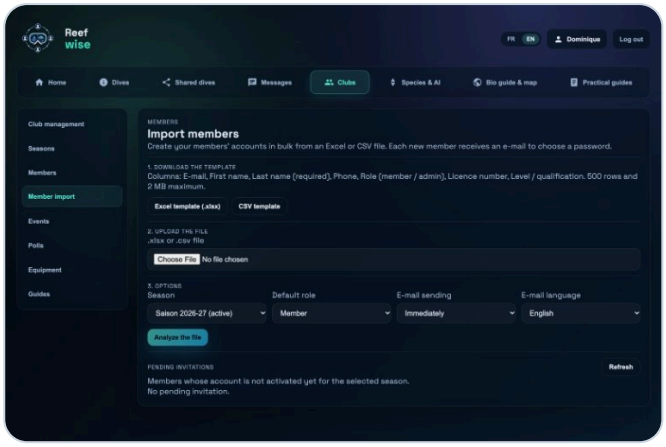
Columns of the import file: E-mail, First name, Last name (required), Phone, Role, Licence number, Level / qualification; 500 rows and 2 MB at most. The licence number is kept on the season membership and shown to the administrators in **Manage members**. The import is refused while **Memberships open** is unticked for the season. The invitation stays valid for 7 days and is sent again from **Pending invitations**.

Invitation codes window of the club



Reefwise

Member import tab



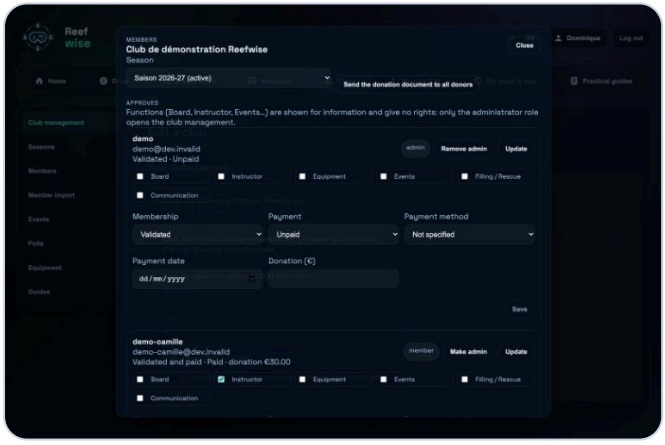
Reefwise

Follow a member

In **Manage members**, set for each member the **Membership** (Pending validation, Validated, Validated (prepaid), Validated and paid), the **Payment** (Unpaid, Partial, Paid) and the **Donation (€)**, then **Save**. Tick their functions then **Update**: they are shown for information and give no rights. Only **Make admin** gives them the club rights.

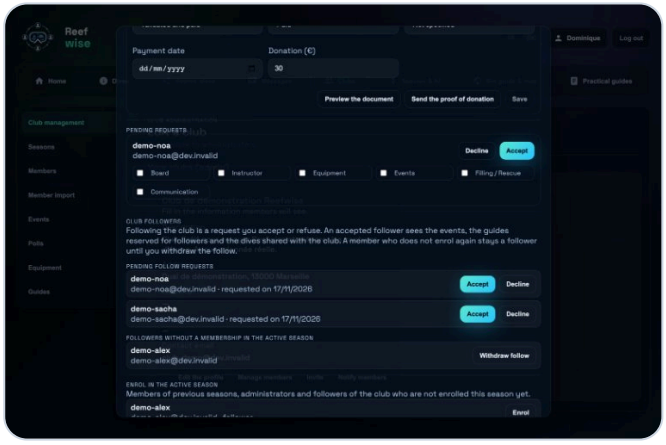
The follow block of the same window lists the follow requests to **Accept** or **Decline**, and the followers without a membership whose follow you can withdraw by giving a reason.

Members window: approved members and pending requests



Reefwise

Club followers block: follow requests and followers



Reefwise

Good to know

- If an administrator's membership is no longer validated, their administrator rights are removed. The last administrator of the club can neither lose this role nor have their membership refused.
- A declined request stays visible under **Others** in **Manage members**; **Accept** takes it back.
- Past seasons can be viewed, with their financial follow-up only.
- Each new member who joins with an invitation code counts as one use; an exhausted code is refused. Revoke the code once everyone is in.
- An administrator imported on a season that is not active gets their rights when that season is activated.

Going further

Tell your members that memberships are open: see “Welcome your members”. For donations: see “Issue a donation receipt”.

Scan to open the online version