

## **Adding a club split onto ANSW Memberships**

1. Log into your club portal through <https://manage.onesporttechnology.com/>
2. Click 'Membership' at the top of the page
3. Click 'Subscription' and the 'Subscription Types' on the left hand side of the page
4. Select the membership type you wish to add the split to
5. Click 'Financial'
6. Click 'Edit'
7. Click 'Add Split' and select the club to which the split needs to be added. Enter the amount and click 'Save'
8. When someone pays online, the club portion of the funds will go directly into the club account, and the ANSW portion of the funds will go directly into the ANSW account.