

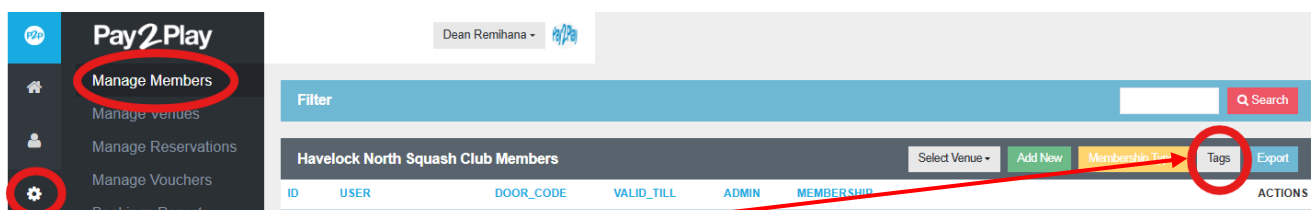
## INSTRUCTION GUIDE

Pay2Play (P2P) have created an Application Programming Interface (API) so Clubs using P2P can interface their members profiles directly into MySquash.

To do this all you need to do is Tag your members with the MySquash Subscription type that you want to apply to that member. Below are simple instructions on how to do this.

You must be a Club Administrator to Tag your members. By Tagging a member with one of the SNZ MySquash Subscription types you agree that P2P can forward this member's profile information to their SNZ MySquash account.

1. Login to your Pay2Play account.
2. Go to the Maintenance Menu / Manage members



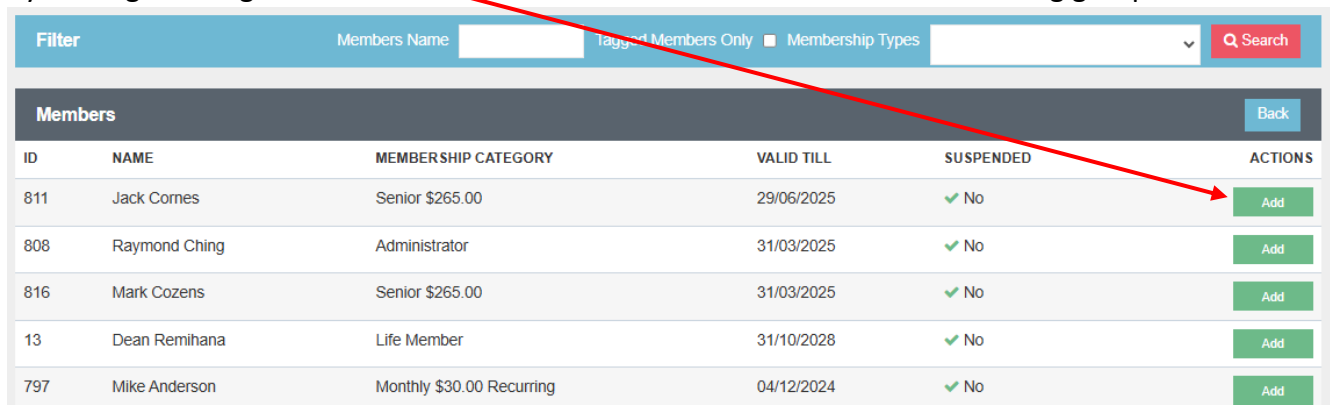
3. Click on Tags.
4. You will see new SNZ Tags have been created  
CompetitiveAdult12m  
CompetitiveAdult3m  
Etc... Manage one Tag at a time by clicking on Manage

Tags for Havelock North Squash Club		
ID	NAME	ACTIONS
13	Masters	Delete Manage
14	Committee	Delete Manage
32	Junior Night	Delete Manage
232	Ladies. Night	Delete Manage
360	CompetitiveAdult12m	Delete Manage
361	CompetitiveAdult3m	Delete Manage
362	CompetitiveAdult1m	Delete Manage
363	JuniorPlayer12m	Delete Manage
364	JuniorPlayer3m	Delete Manage
365	JuniorPlayer1m	Delete Manage
366	LifestylePlayer12m	Delete Manage
367	LifestylePlayer3m	Delete Manage
368	LifestylePlayer1m	Delete Manage
369	Digital	Delete Manage
591	MySquashLife	Delete Manage

I have selected the Tag **CompetitiveAdult12m**

Jack Cornes, Ray Ching & Mark Cozens are all Competitive Adults with a 12-month membership.

By clicking on the green Add button next to their name will add them into this Tag group.



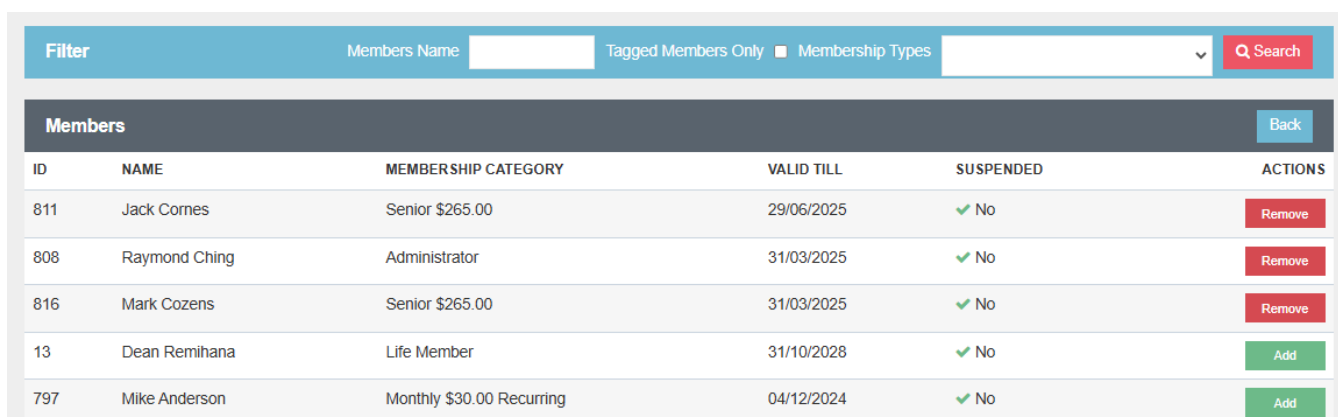
The screenshot shows a table with a filter bar at the top. The filter bar includes a search box for 'Members Name', a checkbox for 'Tagged Members Only', a dropdown for 'Membership Types', and a 'Search' button. Below the filter bar is a table with columns: ID, NAME, MEMBERSHIP CATEGORY, VALID TILL, SUSPENDED, and ACTIONS. The table contains five rows of member data. A red arrow points from the text above to the 'Add' button in the 'ACTIONS' column for the first row (Jack Cornes).

ID	NAME	MEMBERSHIP CATEGORY	VALID TILL	SUSPENDED	ACTIONS
811	Jack Cornes	Senior \$265.00	29/06/2025	✓ No	Add
808	Raymond Ching	Administrator	31/03/2025	✓ No	Add
816	Mark Cozens	Senior \$265.00	31/03/2025	✓ No	Add
13	Dean Remihana	Life Member	31/10/2028	✓ No	Add
797	Mike Anderson	Monthly \$30.00 Recurring	04/12/2024	✓ No	Add

When you click on Add, the box will change to Remove in Red. (as shown below)

This means Jack, Ray & Mark are now Tagged with the Tag CompetitiveAdult12m and their profile will be shared with their SNZ MySquash profile as a CompetitiveAdult12m

If their membership status changes you just remove them from this Tag group and add them into the new Tag group you want them in.



The screenshot shows the same table as above, but the 'ACTIONS' column for the first three rows (Jack Cornes, Raymond Ching, and Mark Cozens) now contains 'Remove' buttons instead of 'Add' buttons. The 'ACTIONS' for Dean Remihana and Mike Anderson remain 'Add' buttons.

ID	NAME	MEMBERSHIP CATEGORY	VALID TILL	SUSPENDED	ACTIONS
811	Jack Cornes	Senior \$265.00	29/06/2025	✓ No	Remove
808	Raymond Ching	Administrator	31/03/2025	✓ No	Remove
816	Mark Cozens	Senior \$265.00	31/03/2025	✓ No	Remove
13	Dean Remihana	Life Member	31/10/2028	✓ No	Add
797	Mike Anderson	Monthly \$30.00 Recurring	04/12/2024	✓ No	Add

Dean Remihana is a Life Member and will be added into the Tag group MySquashLife

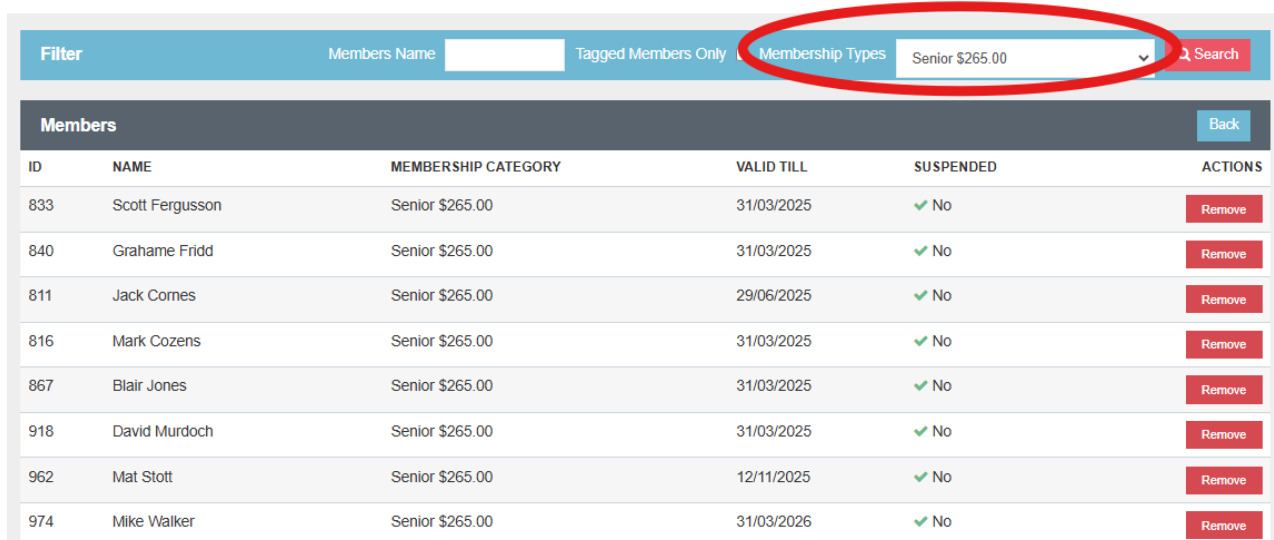
Mike Anderson has a monthly membership and he will be added to the Tag group CompetitiveAdult1m

If you have competitive members that have a 6 monthly membership, SNZ have instructed they are to be added into the Tag group CompetitiveAdult3m.

If you do not have a monthly or 3 monthly membership option at your Club simply delete that Tag group or if you like you can just leave it there.

The example below is still using the CompetitiveAdult12m Tag group.

This example has used the search box to search by the Club Membership category Senior\$265.00

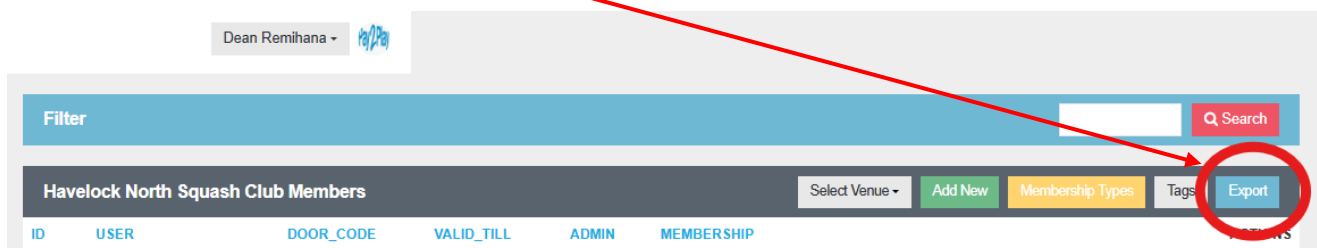


ID	NAME	MEMBERSHIP CATEGORY	VALID TILL	SUSPENDED	ACTIONS
833	Scott Fergusson	Senior \$265.00	31/03/2025	✓ No	Remove
840	Grahame Fridd	Senior \$265.00	31/03/2025	✓ No	Remove
811	Jack Comes	Senior \$265.00	29/06/2025	✓ No	Remove
816	Mark Cozens	Senior \$265.00	31/03/2025	✓ No	Remove
867	Blair Jones	Senior \$265.00	31/03/2025	✓ No	Remove
918	David Murdoch	Senior \$265.00	31/03/2025	✓ No	Remove
962	Mat Stott	Senior \$265.00	12/11/2025	✓ No	Remove
974	Mike Walker	Senior \$265.00	31/03/2026	✓ No	Remove

There is also a search filter so you can search for a member's name.

#### 5. Tips

- Make sure you only have one SNZ tag per member.  
A member can have multi tags example Committee, Masters & CompetitiveAdult12m but only one SNZ MySquash Tag.
- Do not Tag suspended members unless you are sure they are going to renew their membership.
- Export a membership list first and work out what MySquash Subscription you are going to allocate to each member.



Please do not hesitate to contact me if you have any questions about Tagging your members.

Cheers

Dean Remihana

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