



Tenpin Bowling Australia Ltd 2010 Memberships

Tenpin SA Processing Procedure

The 2010 TBA Limited Membership drive will start from November 2009, giving Members 14-months of Membership for the same price. Tenpin SA has devised a procedure to assist Centres and Centre Associations with the 2010 Membership Process. Tenpin SA will be holding interactive training days for Centres and Centre Associations to remove confusion and to allow Centres and Centre Associations to reap the maximum benefits that the Sporting Pulse system provides. Following is an outline of the recommended procedures for the processing of memberships.

Processing Procedures

Option One

- + Tenpin SA will provide free of charge all centres with 2x boxes and 1x entered stamp.
- + ALL memberships are to be paid over the counter at their local centre.
- + The Centres are then to process the money through POS (Point of Sale) and provide the bowlers with a receipt as proof of purchase. This receipt is then to be stapled to the stub of the registration form and handed back to the bowler for them to retain.
- + A second receipt is then to be printed and attached to the registration form with the bowlers completed details and placed in the 'to be processed' box provided by Tenpin SA.
- + A Centre Employee or Centre Association Representative is to then enter in the memberships as per the training session and as per page 6 of the TBA Online Membership Guide.
- + The registration card is then to be stamped with the entered stamp supplied by Tenpin SA and placed in the 'entered' box to be kept for record.
- + Monthly, reports of new member purchases (as demonstrated in the training session and detailed on page 16 of the TBA Online Membership Guide) are to be printed and a cheque made out to TBA Limited for the total amount of these memberships.
- + These reports and accompanying cheques need to be posted on the 1st of every month to ensure they are included in the monthly print run by TBA Limited.

Option Two

Tenpin SA is happy to assist centres and centre associations enter membership data, however, a few documents must be presented to Tenpin SA for this to be effective.

- ✚ All memberships are to be paid over the counter with a receipt attached to the registration form stub for the bowler to retain as proof of purchase and a receipt attached to the registration form to be placed in the 'to be processed' box supplied by Tenpin SA.
- ✚ These memberships must then be collated into the Excel Spreadsheet provided by Tenpin SA (Monthly Membership Breakdown) and the bowlers' full name and amount paid must be entered with a total amount due at the bottom.
- ✚ This must be sent with a payment for the total amount to Tenpin SA postmarked the 1st of every month to be included in the monthly print run.
- ✚ Cheques are preferred method of payment, however, please contact Tenpin SA if an EFT is preferable. An EFT must be processed with an electronic receipt forwarded to howiemj@hotmail.com
- ✚ Tenpin SA will not process any memberships if this spreadsheet is not sent or if payment is not received.
- ✚ Tenpin SA will keep all entered member registration forms on file for record.

Option 3

Tenpin SA recognizes some bowling centres do not have the capacity to process membership payments through their POS equipment. As such Tenpin SA proposes this procedure for those centres without this capability.

- ✚ Tenpin SA will supply centres with a Tenpin SA Membership Drop Sheet
- ✚ This drop sheet is to stay with the membership drop-box (not supplied by Tenpin SA)
- ✚ Memberships can be placed in the box and nothing need be rung through the centre POS equipment
- ✚ The person placing the memberships in the box, must fill out the Tenpin SA Membership Drop Sheet and have a centre employee or a centre association representative sign for the memberships they are placing in the box
- ✚ The centre association will then need to produce receipts for these memberships and hand them to the person who dropped the memberships as proof of purchase
- ✚ Centre Association representatives will then either need to process these memberships and forward a monthly list and accompanying cheque to TBA Limited by the 1st of every month or on the 1st of every month send the memberships that need to be entered to Tenpin SA for processing accompanied by the Tenpin SA Monthly Membership Breakdown spreadsheet.