

Record an issued membership card

Link a person to the member register and prepare the number, validity and status of a card already issued by the affiliated network.

4 min · Context-dependent availability · 2026-09-21

Before you begin

- ✓ The Summer camp feature must be enabled and you need Manage oratory memberships.
- ✓ Select the correct club and campaign, and obtain the number and validity supplied by the affiliated network.

1

STEP 1 OF 4 · 1 MIN

Open Members & cards

From Oratory → Membership, choose the club and campaign, then open Members & cards. The counters separate members, issued cards, insured members and cards still to issue.

MiaChiesa records the member register. This screen does not issue a card with NOI or another association and does not confirm an external sync.

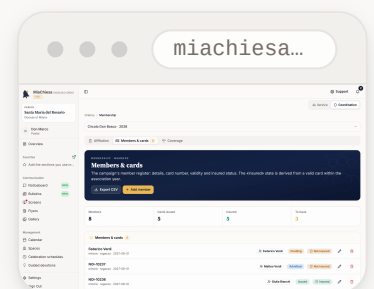


Fig. 1 Check the campaign and counters before adding a card.

2

STEP 2 OF 4 · 1 MIN

Open a new record

Select Add member. The dialog can link a directory person and record category, card type, number, fee, validity dates and status.

You may leave a member unlinked, but linking preserves the reference to the directory record.

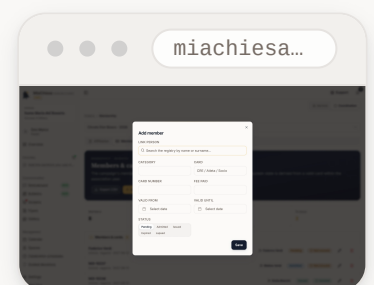


Fig. 2 The new record is open; nothing has been saved.

3

STEP 3 OF 4 · 1 MIN

Link the person and set the status

Search by name or surname, choose the correct record and transcribe the details supplied by the association. Use Issued only after the network has actually issued the card; Pending and Admitted cover earlier stages.

In the capture, Vincenzo Bianchi is linked and Issued is selected. The number, type, validity and fee still need completing, and Save has not been pressed.

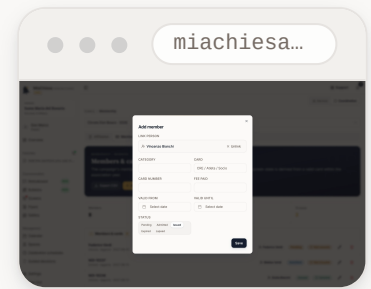


Fig. 3 Prepared and unsaved record: complete the official details before confirming.

4

STEP 4 OF 4 · 1 MIN

Review before saving

Check the card number, validity range and fee, then press Save. The row shows Insured only when the status is Issued and today falls within the stated validity range.

Saving does not send data to the affiliated network and does not automatically fill an issue date.

What you have achieved



You prepared a record linked to the correct person.



You can distinguish the MiaChiesa record from issuance by the affiliated network.

Troubleshooting

The card is Issued but shows Not insured



Check that Valid from and Valid until include today; the manual status alone is not enough.