

CITK

How to Create Payment Products of membership courses?



How to create an offer (Memberships)

The initial step is to generate an offer comprising one or numerous products (courses) proposed at a specific cost. An offer can consist of one or many courses at a single price.

To create your Offer, please:

Click on the "Memberships" tab > Click on the dropdown and select "Offer".

Proceed to create an Offer by adding the title, product(s), and price, and then click Create.

The currency will be determined according to the location of the [sub-account](#).

The offer will remain in the "DRAFT" tab until you choose to publish it

The screenshot displays the 'Your Offers' interface within the 'Memberships' section. At the top, there are three summary cards: 'Units Sold' (0), 'Revenue This Month' (\$0), and 'All Time Revenue' (\$0). Below these cards is a table with two tabs: 'Published' and 'Draft'. The 'Draft' tab is active, showing a table with columns: TITLE, PRODUCTS, PRICE, NET REVENUE, and ACTIONS. There are two draft offers listed: 'Testing2' and 'testing', both with a price of 20.00 and net revenue of 0. A 'Create Offer' button is visible in the top right corner.

TITLE	PRODUCTS	PRICE	NET REVENUE	ACTIONS
Testing2	1	20.00	0	[Icons]
testing	1	20.00	0	[Icons]

Next, let's add your membership offer to a product

- Click on the "Payments" tab > then the "Products" tab.
- Click on the "+ Create product" button
- Add Product Information
- Add Pricing name, type, and amount
- Click "ADDITIONAL OPTIONS"
- Toggle the memberships option, select the membership offer

In order for the membership offer to be displayed in the dropdown, it must be published.

For more info on [creating products](#) please see the help doc

The screenshot shows a web application interface for creating a product. On the left is a dark sidebar with a search bar and a list of menu items: Dashboard, Conversations, Calendars, Contacts, Opportunities, Payments (highlighted), Marketing, Automation, Sites, Memberships, Reputation, Reporting, and Mobile App. A yellow circle with a hand icon points to the 'Payments' menu item. The main content area has a top navigation bar with tabs: Payments, Invoices, Orders, Subscriptions, Transactions, Products (active), Coupons, Tax Settings, and Integrations. Below the tabs is a 'Create Product' section with a subtitle 'Create a new product to sell on funnels/websites and invoices'. The form is divided into two main sections: 'Product Information' and 'Pricing'. The 'Product Information' section includes fields for 'Product Name' (with a red asterisk), 'Product Description' (with a 0/256 character limit), 'Product Type' (a dropdown menu currently showing 'A service'), and 'Product image' (with an 'Upload a file' button and a note 'PNG, JPG up to 2MB'). Below this is an 'Additional options' link. The 'Pricing' section includes a 'Pricing Name' field (with a red asterisk), a 'Type' dropdown menu (currently showing 'Onetime'), and an 'Amount' field (with a red asterisk, a '\$' symbol, a text input for 'Amount', and a 'USD' currency selector). There are also three small status icons (green, orange, and purple) in the top right corner of the main content area.

Once the payment is made, there is no need for any additional setup. The user will be automatically added to the membership course.

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[← Settings](#)

Email Settings

Send Welcome Email
Automatically send a welcome email when someone completes the offer checkout.
Default Welcome Template:

Send Drip Email
Automatically send an email when drip category is available
Default Drip Template:

Send Offer Access Email
Automatically send an email when offer access is provided to member
Default Offer Access Template:

✓ Save

To ensure that your users receive their credentials, be sure to enable the "Send welcome email" option in the membership settings.

For a visual guide, you can refer to this video

Build God's House with Excellence



Whatever you do, let these verses inspire you to carry out all your tasks with dedication, excellence, and a sincere heart aimed at honoring God.

Colossians 3:23-24 "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

Proverbs 16:3 "Commit to the Lord whatever you do, and he will establish your plans."

Ephesians 6:7-8 "Serve wholeheartedly, as if you were serving the Lord, not people, because you know that the Lord will reward each one for whatever good they do, whether they are slave or free."

Galatians 6:9 "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up."