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Step 1: Purchasing an RSMembership! membership

Once you have purchased an RSMembership! membership, an RSJoomla! account is automatically created and an email is sent to you along with your account details.

Upon transaction, users have 2 ways of accessing the www.rsjoomla.com account and download RSMembership!:

1. login with the user and password automatically created and received on the email, during the transaction process using the **Customer Login** form.
2. login with the order number received on the user email.

Login with the order number

Login with Order Number

If you did not receive your username and password, you can login with the order number and the email address you used upon purchasing.

Order Number:
1234567

Email:
johndoe@domain.com (*)

Username: Your username Password: ●●●●●● login

Remember Me

Not a member? Register! Lost your password?
Forgot your username? Login with order number

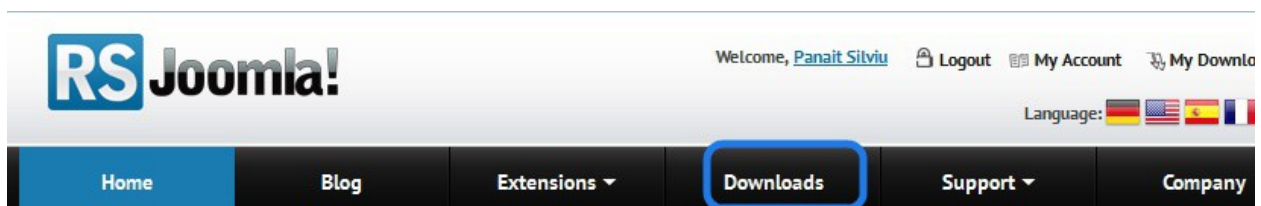
Login

Step 2: Download RSMembership!

To download RSMembership! you need to:

Step 1: login on www.rsjoomla.com with the user details or the order number

Step 2: in the right side, you will find a section dedicated to RSJoomla! customers - **Customer Login**. Click on **View my downloads**

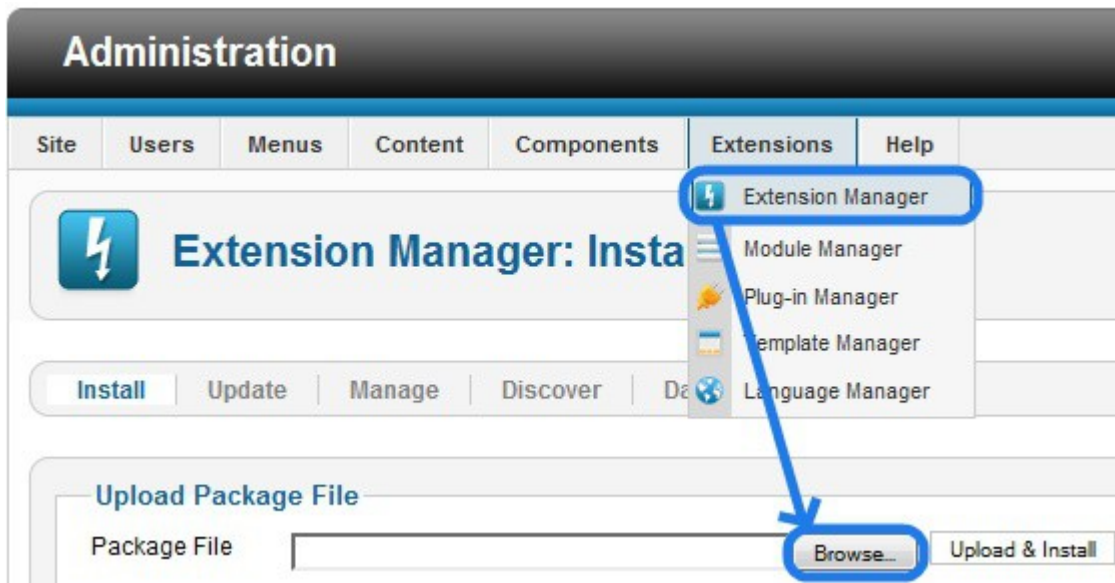


Step 3: In the **Customer downloads** section are listed all user memberships. Click on **Downloads >> RSMembership! Files >> Component >> Download Component**



Step 3: Installing RSMembership!

RSMembership! installs like any other component, through the Joomla! installer. In the backend panel, head to **Extensions >> Install/Uninstall >> Browse the installation package from your computer >> Upload File & Install**



Step 4: Configure RSMembership!

Path: *Joomla! backend panel >> Components >> RSMembership! >> Configuration*

Add the license code to receive updates and download newer RSMembership! versions directly from the backend.

Set the date & time

Apply Joomla! Patches (optional): to restrict modules and menus to certain memberships. Patching can be easily reverted and will not produce any errors in your website.

Expiration notification settings: configure the number of the expiration notification emails that will be sent per cycle and a buffer time (minutes) between notification checks.

Enable/disable some subscribers settings in the “Subscribing” tab
choose the CAPTCHA settings for the membership registration forms: he built-in CATCHA or reCAPTCHA

Step 5: Add memberships in backend

5.1 Create membership categories

Path: *Joomla! backend panel >> Components >> RSMembership! >> Membership*

Before adding memberships in backend, you need to create categories using the “New” icon from the right panel.

5.2 Add membership extras (optional)

Path: *Joomla! backend panel >> Components >> RSMembership! >> Membership Extras*

With RSMembership!, in addition to your standard membership subscription, you can offer users the possibility to purchase additional access permissions or downloads with the help of the *membership extras* packs.

5.3 Add term and conditions (optional)

Path: **Joomla! backend panel >> Components >> RSMembership! >> File Terms & Conditions**

You have the possibility to attach a Terms& Condition file, when creating a new membership.

5.4 Create memberships

Path: **Joomla! backend panel >> Components >> RSMembership! >> Memberships**

In the “Memberships” tab, click on the “New” icon to create a new membership.

5.4.1 Add membership basic information

- Add the membership title
- Select the membership category (optional)
- Set the internal code (SKU): a stock-keeping unit or SKU is a unique identifier for each distinct product and/or service that can be purchased.
- Add membership terms and conditions (optional)
- Add membership description: see the above placeholders that you can use when adding the description.

5.4.2 Add stock info and the activation method

- **No. of Available Memberships** - Here you can set a limited number of available memberships - 0 for unlimited number, -1 for a out of stock setting
- **Activation** - You can control how the membership will become active:
 - **Manual** - After the user has subscribed to membership, the administrator will have to manually approve the request from the “**Transactions**” tab - see [Step 8: Manage transactions](#)
 - **Automatic** - The membership becomes active only after the payment has been confirmed by the payment gateway. Note that this has a variable time window, depending on the purchase, payment information and payment gateway.
 - **Instant** - The membership is instantly activated.
- **Subscriber's User Type** - you can upgrade the user's account once he subscribes. You will only need to select the access level your want the user to have from the list.
- **Inactive User Type** - you can downgrade the user's account when his subscription expires. Similar to the above option you will only need to select the access level you want the user to have from the list

- **Disable Account When Membership Expires** - this option allows you to disable the user account completely when the subscription period expires

5.4.3 Add the membership extras (optional)

Select the membership extras that you want to add to the new membership.

5.4.4 Restrict content

Path: **Joomla! backend panel >> Components >> RSMembership! >> Memberships >> Edit the membership >> Shared Content**

In the “**Shared Content**” area you can set what articles, folders or URLs can be accessed by purchasing the membership. If there are no items configured, your members will have access to all of your content area.

Restrictions can be imposed by:

- individual articles
- sections
- category
- folders
- URL

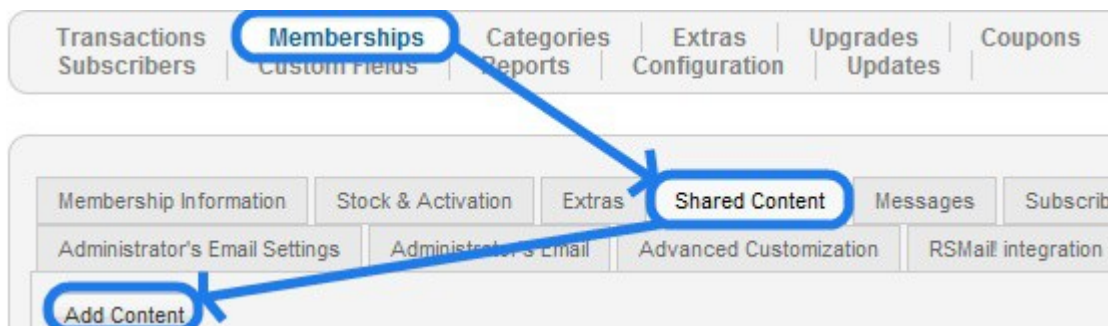
5.4.4.1 Add article restrictions

Step 1:

In the “**Memberships**” tab edit the membership for which you want to impose article restrictions.

Step 2:

Click on the “**Shared Content**” area >> **Add Content**



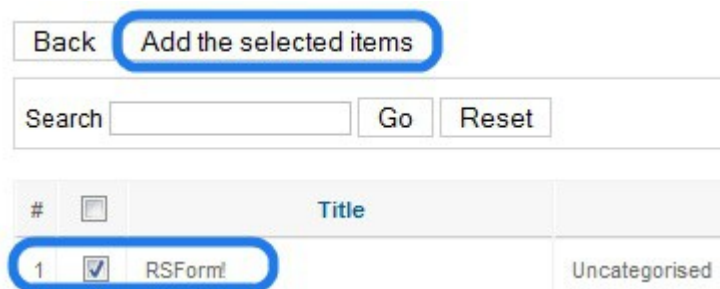
Step 3:

In the modal window, click on the **“Content” (Articles)** icon to add the articles that you want to restrict.



Step 4:

Select from the list, the Joomla! articles for which you want to impose restrictions.



5.4.4.2 Add Joomla! sections restrictions – similar to step 6.4.5.1 Add article restrictions

5.4.4.3 Add Joomla! category restrictions – similar to step 6.4.5.1 Add article restrictions

5.4.4.4 Add folder restrictions – similar to step 6.4.5.1 Add article restrictions

5.4.4.5 Add URL restrictions

When adding URL restrictions you can use wildcards:

- **{*}** it replaces an unlimited number of chars.
- **{?}**: it replaces only one char

Step 1:

In the “**Memberships**” tab edit the membership for which you want to impose URL restrictions.

Step 2:

Click on the “**Shared Content**” area >> **Add Content**

Step 3:

a. Add URL restrictions with the **{*}** wildcard

- In the modal window, choose the link location backend/frontend
- Add the URL address that you want to restrict and replace characters with the **{*}** wildcard



Notice:

- The **{*}** **wildcard** replaces an unlimited number of characters in the URL
e.g. if you have configured something like ***index.php?option=com_virtuemart{*}***, the user will need to have the membership active to access the Virtuemart component (any page that contains ***index.php?option=com_virtuemart.***)

- Click to **Add the URL**

With the {*} wildcard

Back **Add the URL**

Please use the non-SEF version of the URL (eg. index.php?option=com_content) in order for this to work. You can use the following wildcards: {*} for any number of characters and {?} for one character.

URL Resides in: Backend

URL Address: index.php?option=com_virtuemart{*}

Published: No Yes

Add the URL

b. Add URL restrictions with the {?} wildcard

- In the modal window, choose the link location backend/frontend
- Add the URL address that you want to restrict and replace characters with the {?} wildcard.



Notice:

- The {?} wildcard replaces only one character in the URL.

e.g. if you have configured something like *index.php?option=com_virtuemart&itemid={?}&category=32*

the user will need to have the membership active to access specific Virtuemart items (any page that contains *index.php?option=com_virtuemart&itemid= ... &category=32*)

- Click to **Add the URL**

With the {?} wildcard

Back **Add the URL**

Please use the non-SEF version of the URL (eg. index.php?option=com_content) in order for this to work. You can use the following wildcards: {*} for any number of characters and {?} for one character.

URL Resides in: Backend

URL Address: index.php?option=com_virtuemart&itemid={?}&category=32

Published: No Yes

Add the URL



Notice:

- If the user does not have the appropriate membership, or isn't logged in you can set a *custom redirect*.

5.5 Create membership trials

Path: **Joomla! backend panel >> Components >> RSMembership! >> Memberships >> Membership Information >> One-Time Payment Settings**

Subscribers can view and test the shared content via the trial memberships.

Trials can be configured when creating or editing a membership, in the “Memberships” tab.

Step 1:

In the “Memberships” tab, edit the membership for which you want to add a trial.

Step 2:

Head to “**One-Time Payment Settings**” option and enable the trial period. If the membership trial is free, leave the default field value - “0”.

One-Time Payment Settings
If you want your users to manually renew their membership you should use these settings.

Price	<input type="text" value="0.00"/>
Use Different Price for Renewals ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Renewal Price	<input type="text" value="0.00"/>
Use Trial Period ?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Trial Price	<input type="text" value="0.00"/>

5.6 Configure one time payments

Path: **Joomla! backend panel >> Components >> RSMembership! >> Memberships >> Membership Information >> One-Time Payment Settings**

The one-time payment option allows your users to manually renew their membership.

The configuration is simple: add the price membership and a different price for the renewal membership, in case that you want to charge more/less the second time.

One-Time Payment Settings

If you want your users to manually renew their membership you should use these settings.

Price	<input type="text" value="0.00"/>
Use Different Price for Renewals ?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Renewal Price	<input type="text" value="0.00"/>
Use Trial Period ?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Trial Price	<input type="text" value="0.00"/>

Step 6: Add payment methods

The list with the installed payment methods can be found in the **Joomla! backend panel >> Components >> RSMembership! >> Payment Integrations tab**

By default, there is one payment method implemented in RSMembership! - the wire transfer

6.1 Wire transfer

Path: **Joomla! backend panel >> Extensions >> RSMembership! >> Payment Integrations >> Wire Transfer.**

This is the default payment method used by RSMembership!

To add wire transfer details, head to "Plugin Manager" and edit the plugin parameters.

Add wire transfer details: add holder account details like account number, bank name and any other details needed to make the payment.

▼ **Basic Options**

PayPal Email Address

PayPal Mode Test (sandbox) Live

(optional) Tax Type Percent (%) Fixed Rate

(optional) Tax Value

Cancelled Payment URL

Message

Standard "Membership purchase on date" Text Membership's Name



Notice:

- We recommend testing the transactions first using the **“Paypal Mode” - “Test”**

6.3 2Checkout

Download the RSMembership! 2CO plugin from *rsjoomla.com* >> **Downloads >> My downloads >> RSMembership! >> view all plugins and modules >> RSMembership! Files >> Payment plugins >> 2Checkout Payment Plugin**

Install the RSMembership! 2CO plugin through the default Joomla! Installer.

Configure the 2Checkout Plugin: to configure the 2Checkout Plugin , head to the “Plugin Manager”, click on the **System RSMembership! - 2Checkout** and edit Parameters information.

Here you will be able to set:

2Checkout Merchant Id - your business 2Checkout unique identification code

Secret Word

Routine - Single Page Payment Routine/Multi-page Payment Routine

Mode - Test (sandbox)/Live

▼ Basic Options

2Checkout Merchant Id

Secret Word

Routine

Single Page Payment Routine Multi-page Payment Routine

Mode Test (sandbox) Live

(optional) Tax Type Percent (%) Fixed Rate

(optional) Tax Value

Message

Standard "Membership purchase on date" Text Membership's Name

Step 7: View subscribers

Path: **Joomla! backend panel >> Components >> RSMembership! >> Subscribers**

Similar to the default Joomla User Manager area, **RSMembership!** has a built in membership *User Manager*. Here you can filter through them and have a general oversight of your membership users.

Step 8: Manage transactions

Path: **Joomla! backend panel >> Components >> RSMembership! >> Transactions**

The **RSMembership! Transactions** tab offers a general view for present transactions.



Notice:

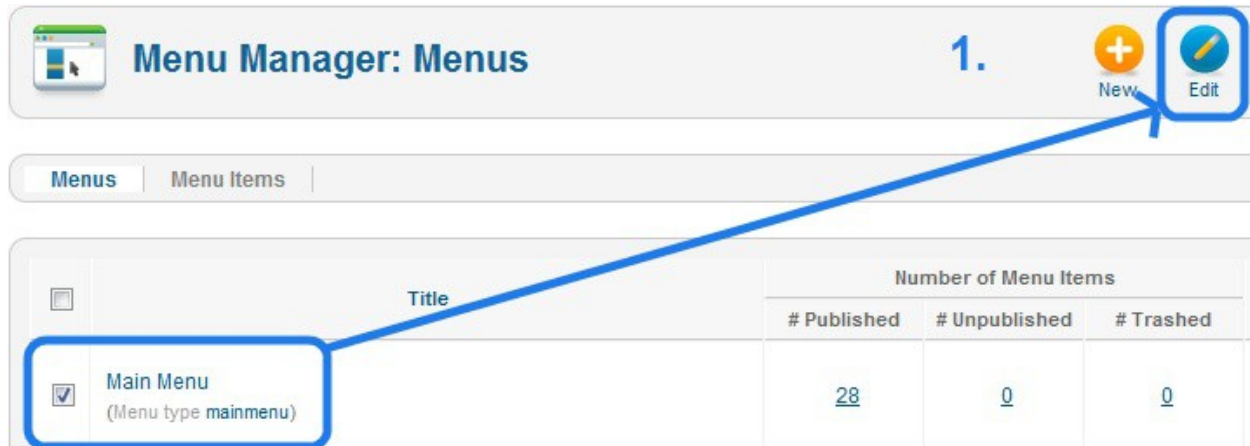
- If the membership **Activation** option (configurable on the **"Memberships" tab >> Stock and Activation >> Activation** is configured to *Manual*, the purchase transactions have to be manually approved: select transaction and click on the *Approve* button.

Step 9: Show memberships in frontend

9.1 Using the menu link

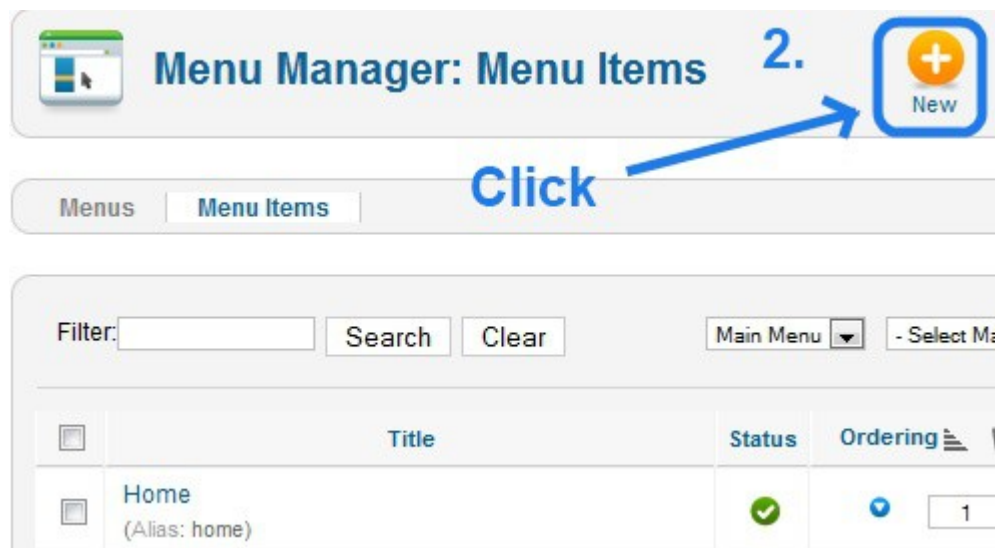
Step 1:

To display memberships in frontend, head to the **Joomla! backend panel >> Menus >> Menu Manager >> Main Menu** and click on the right icon to edit



Step 2:

In the "Menu Item Manager", click on the "New" icon from the right side of the panel



Step 3:

to display a list with the available memberships: select ***RSMembership! >> Memberships >> List Layout.***

to list user membership: select ***RSMembership! >> Memberships >> My memberships >> Show Subscriber's Memberships***

to list renewal memberships

Besides user memberships, administrators can list renewal, extras and upgrades memberships.

9.2 Renewal memberships

Path: ***Joomla! backend panel >> Components >> RSMembership! >> Membership >> Membership Information***

One-Time Payment Settings
If you want your users to manually renew their membership you should use these settings.

Price	<input type="text" value="19.00"/>
Use Different Price for Renewals ?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Renewal Price	<input type="text" value="13.00"/>
Use Trial Period ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Trial Price	<input type="text" value="0.00"/>

Subscribers can renew their expired memberships, by using the “Renew” link available in frontend.

9.3 List membership extras

Step 1:

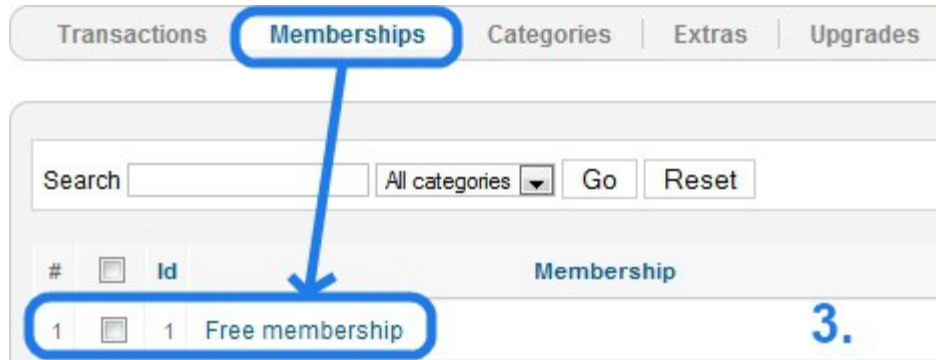
Before listing membership extras in frontend, you need to create first a menu link to list all memberships – see [step 9.1 Using the menu link](#)

Step 2:

Create membership extras – see [step 5.4.3 Add the membership extras \(optional\)](#)

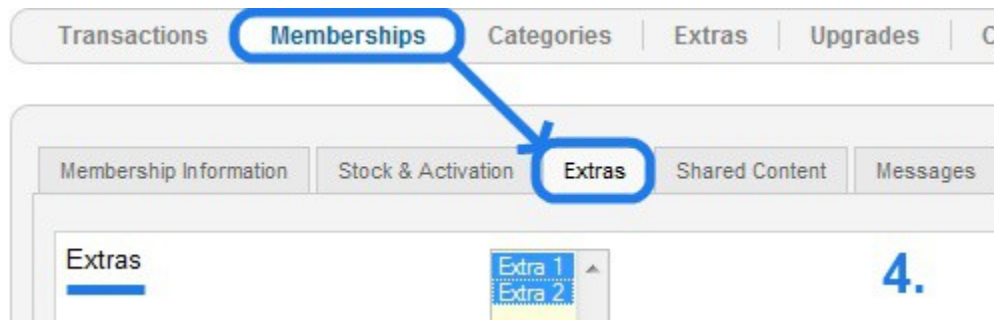
Step 3: Assign membership extras

In the “Memberships” tab, edit the membership for which you want to add extras.



Step 4: Select extras

Click on the “Membership Extras” tab and select the extras that you want to assign to your membership.



Step 10: Notification E-mails

Several notification types can be sent to both administrator and subscribers at various trigger points.

10.1 Subscriber's e-mails

Path: *Joomla! backend panel >> Components >> RSMembership! >> Memberships >> your membership >> Subscriber's Email*

Transactions Subscribers	Memberships Custom Fields	Categories Reports	Extras Configuration	Upgrades Updates	Coupons	Payment Integrations	Files
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Membership Information	Stock & Activation	Extras	Shared Content	Messages	Subscriber's Email Settings	Subscriber's Email
Administrator's Email Settings	Administrator's Email	Advanced Customization	RSMail integration			

- ▶ [Subscribe Email](#)
- ▶ [Approved Email](#)
- ▶ [Denied Email](#)
- ▶ [Renewal Email](#)
- ▶ [Upgrade Email](#)
- ▶ [New Extra Added Email](#)
- ▶ [Expiration Notify Email](#)

Several types of e-mails can be sent:

- **Subscribe Email:** send to the subscriber, received after **applying** for the current membership. You can set **attachments** to this email.
- **Approved Email:** Email send to the subscriber, received after his subscription is **approved**.
- **Renewal Email:** Email send to the subscriber, received after **renewing** the current membership.
- **Upgrade Email:** Email send to the subscriber, received after **upgrading** the current membership.
- **New Extra Added Email** send to the subscriber, received after **adding a membership extra**.
- **Expiration Notify Email:** this is the email the subscriber will receive when his membership is about to expire (before a predefined period of time).

10.2 Administrator's e-mails

Path: **Joomla! backend panel >> Components >> RSMembership! >> Memberships >> your membership >> Administrator's Email**

The same type of e-mails sent to the subscribers can be sent to the administrator.

The purpose of this guide

This guide is designed to help you quickly setup a Joomla! membership website with the [RSMembership!](#) component.

We've also created a detailed RSMembership! Guide, that explains all required steps to configure the component.

Additionally, we've launched the [RSJoomla! TV Channel](#) to support our components with a series of video tutorials and presentations.

The RSMembership! Documentation can be found [here](#).

For any other questions, please submit a ticket to the [RSJoomla! support department](#).