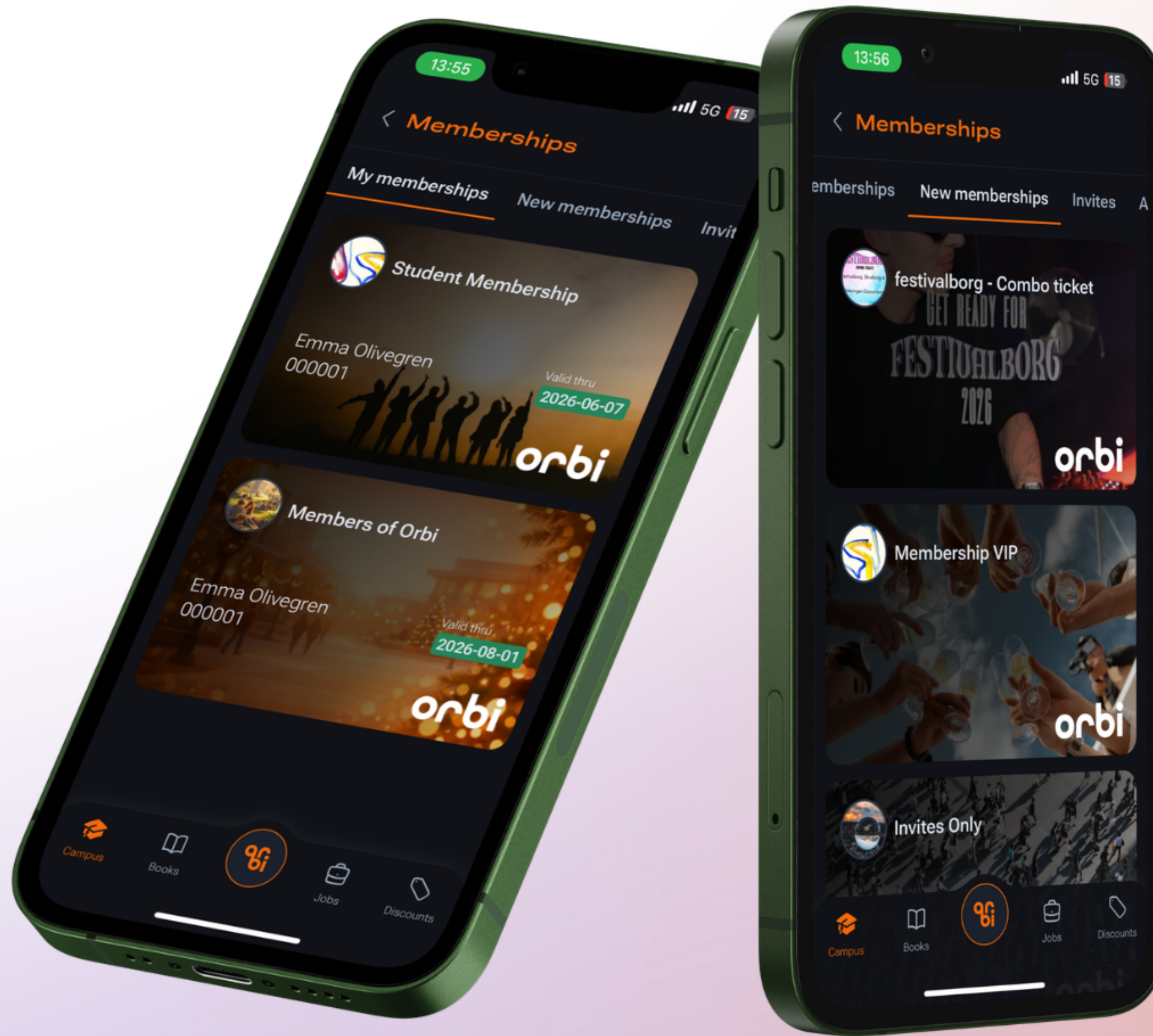


orbi

MEMBERSHIP



General info

Close preview

Continue

1. Enter membership details

Name

Description

Continue to
next step

2. Add a logo

Upload image

3. Add a background image

Upload image

4. Enter contact details

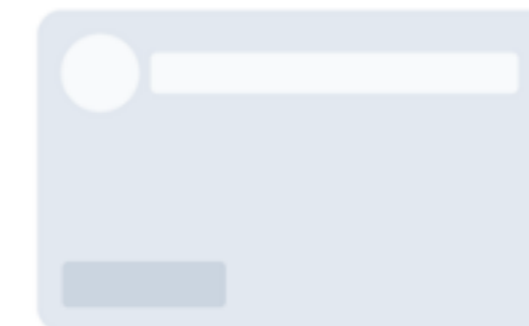
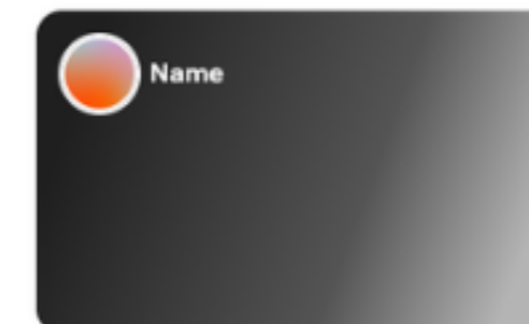
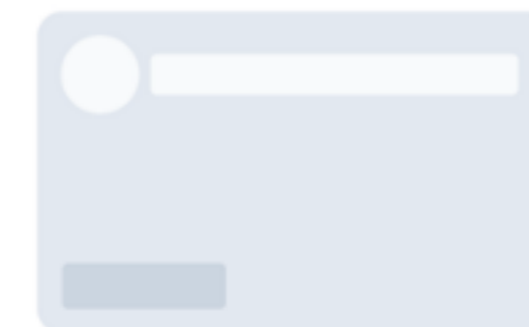
Name / organization

Email

Phone (optional)

App preview

This is how your membership will be presented in the Orbi app.



Close

Information about your Membership

Membership Information

Set up the basic details of your membership. This is what students will see before joining.

As you fill in the information, you'll see a live preview on the right showing how your membership will appear in Orbi.

Membership Name

Choose a clear and recognizable name. Example: "Student Union Membership"

Membership Description

Write a short and informative description explaining the benefits and purpose of the membership.

Logo

Upload a logo, such as your organization's logo, which will represent your membership.

Background Image

Add a cover image to create a strong visual identity and make your membership more appealing.

Contact Details

Provide contact information for questions related to the membership, including:

- Name of person or organization
- Email address
- Optional phone number

Settings

Previous

Continue

↑
Continue to next step

1. Select membership type

[Learn more about the different types of memberships](#)

Standard

- ✓ Ask questions
- ✓ Take payments
- ✓ Invite members
- ✓ Require other memberships

Needs approval

- ✓ All Standard features
- ✓ Review every application

Invite only Hidden

- ✓ All Standard features
- ✓ Membership is hidden

2. Settings (optional)

Is another membership required to join?

3. Require the student to be a member of (optional)

Add membership

All memberships At least one membership

There are no required memberships

Add membership

Membership Types

1. Select the Membership Type You Want to Use

In this step, choose the membership type that best fits your organization's needs. Here are the three available options:

OBS! Make sure to chose the type that fits your needs the best since you cannot change this after you published the membership!

Standard

A basic membership with the following features:

- Ask questions: Gather information from members using forms.
- Take payments Allow members to pay directly through the system.
- Invite members: Send invitations to easily onboard new members.
- Require other memberships: Option to make this membership dependent on another.

Needs Approval

This membership provides more control, as each application is manually reviewed. Includes:

- All features from Standard.
- Review applications: Each application must be approved by the organization.
- Exceptions: Members invited via the "Invite" feature do not require approval, making it easy to add current members or board groups who are already eligible for the membership.

Invitation Only - Private/Hidden

The most restricted membership for private groups or exclusive access, such as board groups or pre-sale memberships. Includes:

- All features from Standard.
- Hidden membership: Only visible to those who receive a direct invitation. Cannot be found in the platform without an invite.

2. Additional Settings

Required Memberships (Optional):

- Enable this option if members must have another membership in order to join this one.
- For example: A board member needs to be a part of the "general student organization's membership" before they can access the "Board Membership".

- Orbits
- Events
- Posts
- Memberships
- Discounts
- Career
- Orbi Pay
- Team

Questions

1. Questions (optional)

Do members need to answer questions to sign up?

Question	Type	Required
Upload your StudentID	Image upload	Required
Do you accept Terms & Conditions?	Checkbox	Required
Which program are you in?	Free text	Required

Previous **Continue**
 Continue to next step
Add question

Close

New question

- Free text
- Multiple choice
- Checkbox
- Image upload

This question is required

Question
Have you heard of Orbi before?

Option
YES

Option
NO

Add option

Save
 Don't forget to press 'Save' to keep your changes.

Questions

Collect Additional Information from Members

On this page, you can add questions to gather more information from your members. By default, you will receive their first name, last name, and email address, but you can include additional questions if needed. All answers can later on be extracted to csv- and excel-files.

If you do not need any more information, you can skip this step.

Enable the Question Feature:

Turn on the setting "Do members need to answer questions to sign up?" if you want to add questions.

Add a New Question:

Click "Add question" to get started. OBS! The order you create the questions is the order the students will fill them in.

Choose a Question Type:

- Free text - Allows members to write their own answers, e.g., "Why do you want to join the association?"
- Multiple choice - Provides members with predefined answer options, e.g., "How did you hear about us?"
- Checkbox - Ideal for collecting approvals, e.g., "I accept the Organization's terms."
- Image upload - Allows members to upload a file, e.g., a photo of their student ID.

Customize the Question:

- Choose whether the question is mandatory or optional.
- Enter your question in the text field.

Don't forget to press 'Save' to keep your changes.

- Orbits
- Events
- Posts
- Memberships**
- Discounts
- Career
- Orbi Pay
- Team

Periods

1. Membership periods (optional)

Continue to next step

Previous Continue

Add membership period

Name	Valid from	Valid to	Sales start	Sales end
Spring Semester 2026	28 Mar 2026 14:45	29 Aug 2026 15:45	28 Mar 2026 14:45	28 Mar 2026 15:45

Close

Create a new membership period

Save

Name
Fall Semester 2026

Price (SEK)
0

Sales start
2026-03-28, 14:45

Sales end
2026-03-28, 15:45

Validity period
Fixed period

Valid from
2026-03-28, 14:45

Valid to
2026-03-29, 15:45

Setting up Membership Periods

Useful for semesters, exchange semesters, yearly access, or limited periods.

Set Up Membership Periods

Membership periods allow you to define how long a membership is valid and when it can be purchased. You can also set different prices for different periods.

Create a New Membership Period:

- Click "Add membership period" to add a new membership period.

Fill in the Fields:

- Name: Give the period a name, e.g., "1 Year" or "Full Study Period"
- Price: Set the price for the membership - (put 0 if free).
- Sales start/end: Define the period during which the membership will be available for purchase.

Validity Period:

- Fixed period: Set specific dates for when the membership is valid, e.g., January 1 - December 31.
- Dynamic period: The membership is valid for a set number of days from the purchase date, e.g., days, months, years, or lifetime.

Edit Existing Periods:

- Click on an existing membership period to update its details.

Previous

Publish



Publish!

Summary



Name
Orbi Members

Description
Membership for all section members 🤍 Join events 🎉, get updates 📢, and stay connected throughout the semester 📅. Be part of a welcoming community, never miss what's happening, and enjoy everything our section has to offer 🤍👉

Membership type
Standard

Questions asked
1

Membership periods created
2

Questions

Question type

Multi choice

Question

What are you studying?

Periods

Name
Spring Semester 2026

Valid from Valid to
01 Apr 2026 00:00 31 Aug 2026 23:59

Sales start Sales end
28 Mar 2026 00:00 31 Aug 2026 23:59

Price
SEK 100,00

Name
Fall Semester

Valid from Valid to
01 Sep 2026 00:00 31 Jan 2027 23:59

Sales start Sales end
28 Jul 2026 00:00 31 Jan 2027 23:59

Price
SEK 100,00

Publish Membership

Summary & Create Membership

On the summary page, you can review all the details of your membership before finalizing it.

Review All Information:

Check the membership name, description, and type.

- Double-check your membership periods, including price, validity, and sales dates.

Make Adjustments if Needed:

If you need to make changes, click on the 'Previous' button at the top to go back and edit.

Create Membership:

When everything looks correct, click "Publish" to finalize and make the membership available.

Overview



Description
 Become a member and join the student community! ❤️ Get access to exclusive events, updates, and perks while supporting student life and helping make activities and initiatives happen. Stay connected and make the most of your student experience!

Name / Organisation
Orbi

Phone
No phone

Email
support@orbi.io

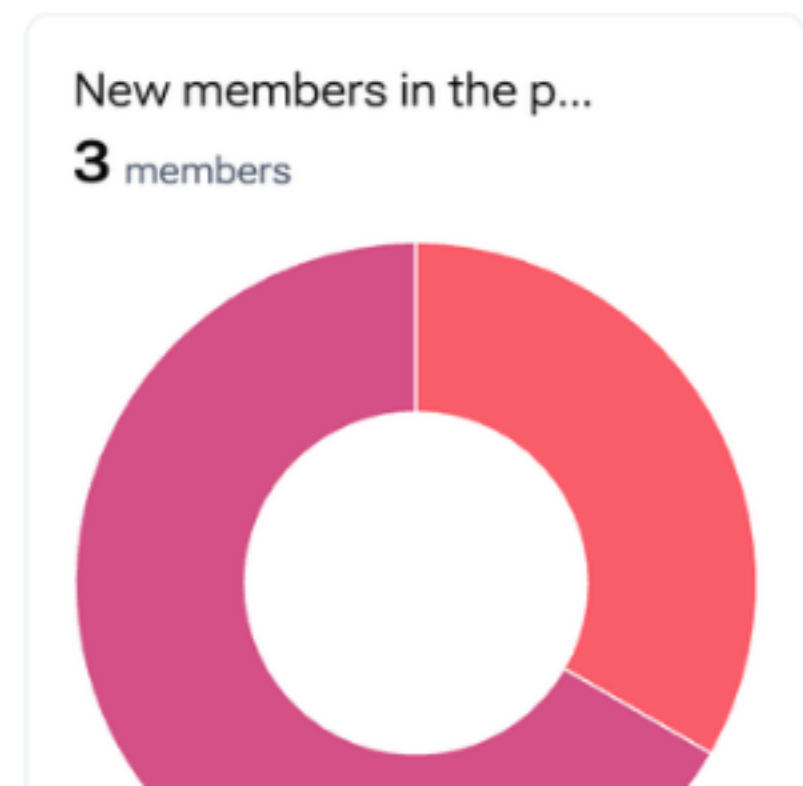
Membership link
https://orbiapp.test-app.link/ODg369usS1b

Membership type
Standard

Invitations
0 pending invites

Members
3 active members

Require the user to have
At least one membership



Overview & Membership Management

Member Insights & Overview

This is your central dashboard for the membership.

- See when members joined and track growth over time
- See number of active members
- Track invitations and applications
- Access your membership link

1. Edit the Membership

- Click the edit icon to update membership details, such as the name, description, or images.

2. View All Members

- See a list of all members and their answers. Can be extracted to CSV- or Excel file.
- Track membership numbers and view statistics on active and new members.
- Remove or refund individuals who purchased the wrong membership or are not eligible.

3. Add Questions

- Click on the Questions tab to add or edit questions that new members must answer during registration.

4. Manage Membership Periods

- Under the Periods tab, you can create or adjust different membership durations, set prices, and define validity periods.

5. Track Memberships

- View details of which members have purchased a membership and when they did so.

6. Invite Members

- Click "Invite" and upload an CSV or Excel file with email addresses to send invitations to current members or board groups.
- A quick way to onboard multiple members at once.
- Invited members do not require approval, even if the membership is set to "requires approval." This makes it easy to invite existing members who are already eligible.

7. Delete Membership

- If the membership is no longer needed, click the trash bin icon to remove it.

Questions? Contact me!



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