

Setting up a renewal for memberships...

How to renew a member's membership

1. At the top of the page please click on renewals



2. Once the renewal page has opened you should now see two buttons saying **renew memberships** and **mass delete**.
3. Click **Renew memberships**
4. Once clicked it will open the membership subscription renewal creation page and a list of all members affiliated to your club should show up

Membership Subscription Renewal Creation

Member Search

Member Name / No Club Filter Type Subscribed Expiry From To Search

Show Records Per Page

Add selected to Renewal Select Membership Type here to apply to all SELECTED members : NGB - Club -

<input type="checkbox"/>	Group	Mem #	Name	Club	Current NGB Sub	NGB Expiry	Current Club Sub	Club Expiry	NGB Membership Type	Club Membership Type	Gift Aid	Gift Aid Type
<input type="checkbox"/>		172023	test parent email validation	Test SLSC	No		No		<input type="text" value="---none---PLEASE SELT"/>	<input type="text" value="---none---PLEASE SELT"/>	<input type="checkbox"/>	<input type="text" value="--None--"/>
<input type="checkbox"/>		172022	teasty nipperparentemailtest	Test SLSC	No		No		<input type="text" value="---none---PLEASE SELT"/>	<input type="text" value="---none---PLEASE SELT"/>	<input type="checkbox"/>	<input type="text" value="--None--"/>
<input type="checkbox"/>		41974	Denis Menace	Test SLSC	No	31/12/14	No		<input type="text" value="---none---PLEASE SELT"/>	<input type="text" value="---none---PLEASE SELT"/>	<input type="checkbox"/>	<input type="text" value="--None--"/>
<input type="checkbox"/>		285497	Lottie Test Braithwaite Test	Individual HQ	No	31/12/15	No		<input type="text" value="---none---PLEASE SELT"/>	<input type="text" value="---none---PLEASE SELT"/>	<input type="checkbox"/>	<input type="text" value="--None--"/>

Page 1 of 1 in 4 Results Previous (Next)

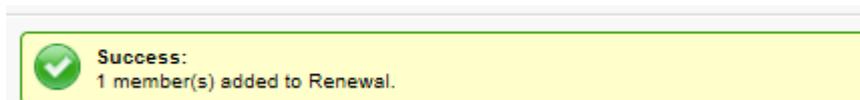
5. You can then do specific searches to select certain members or scroll through the list and when finding a specific member please tick the far left hand side box which will mean you wanted them added to this renewal.



6. You can add as many people to the renewal as you would like but we suggest not going over 25 (this is due to the system).
7. Once selected the members you will then need to choose the NGB membership type you will have to choose Individual membership 2016 for £25.00. By doing this at the top it will automatically select this for each member ticked as in (bullet point 5)

Add selected to Renewal Select Membership Type here to apply to all SELECTED members : NGB - Club -

8. Once chosen please click **Add selected to renewal**
9. This will then save
10. The will then be added to the top screen you will know if it has worked because you will get a message



11. If you would like to pay straight away click **create renewal for selected member and pay**
12. If not click **save renewal** and you can then find this saved to your renewals.

Paying straight away

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13. Once saved another message will come up including the renewal number.

 **Success:**
Renewal 41095 created and saved with 1 subscriptions. ** This Renewal has to be paid for before the subscriptions become valid.

14. As you will see the number is under lined (e.g. 41095)

15. Click on the number

16. Now you will be on the renewal screen

17. When you're on this screen to pay you will need to click on **Pay Subscriptions**

Edit **Edit Renewal Members** **Pay Subscriptions** **Create New Renewal**

18. This will now open the payment screen where you go through to choose your method of payment and this will direct you through until all paid.

19. You will now have a new member with a valid subscription.

20. Once it's been paid and valid the new member will receive their membership card electronically.