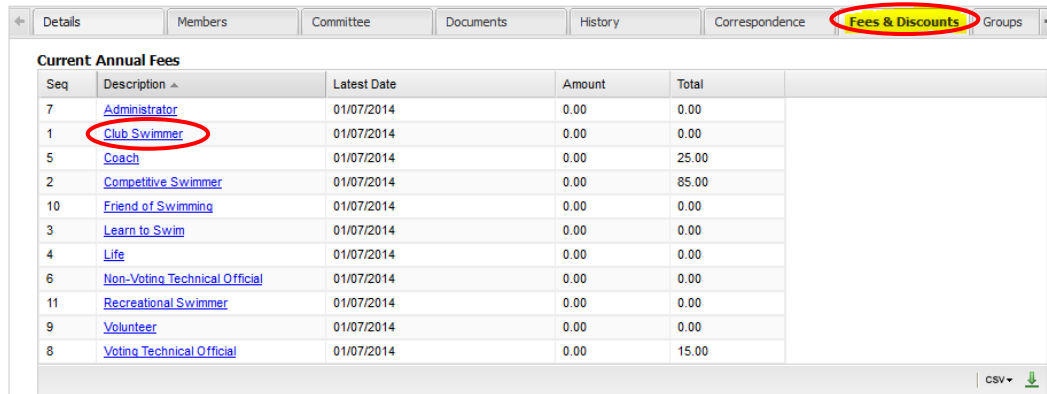


Membership Renewal Process for Clubs.

Set your club membership fees: Before you start the renewal process you must set the membership fees for your different membership type. See the Setting Club Membership Fees in the FINANCE Section

1

Click on the Fees & Discounts tab in your clubs profile on the database.



Seq	Description ^	Latest Date	Amount	Total
7	Administrator	01/07/2014	0.00	0.00
1	Club Swimmer	01/07/2014	0.00	0.00
5	Coach	01/07/2014	0.00	25.00
2	Competitive Swimmer	01/07/2014	0.00	85.00
10	Friend of Swimming	01/07/2014	0.00	0.00
3	Learn to Swim	01/07/2014	0.00	0.00
4	Life	01/07/2014	0.00	0.00
6	Non-Voting Technical Official	01/07/2014	0.00	0.00
11	Recreational Swimmer	01/07/2014	0.00	0.00
9	Volunteer	01/07/2014	0.00	0.00
8	Voting Technical Official	01/07/2014	0.00	15.00

Then click on any of the membership types that you need to add a membership fee against and edit the following:

Annual Fee

* Member type

Description

Region Member type

Valid for joiners

Valid - reinstatement

Obsolete

Annual Subs

Payable After	Club Fees	Other subs	Total
<input type="text" value="01/07/2014"/>	<input type="text" value="65"/>	90.50	155.50
<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>		

1. Click the box for joiner and reinstatement if applicable.
2. Ensure that the payable after date is 01/07/ of the new membership year.
3. Enter in your club fees for that membership type.
4. Click on the recalculate button.
5. Click save at the bottom of the page.

Note: if you have a pro rata payment where it changes throughout the membership year this can be added in this section. Add the start date for the new price to start and create as many of these as you have changes in charges.



2

If a members membership type is changing in the following year you can pre-set what it will change to during the current financial year, to do this you will need to click into the edit button in the subscriptions box on their profile.

Subscriptions	
Type	Competitive Swimmer
Pay Method	Cheque / Cash
Paid By	
Description	Value
Club subscriptions	2.50
Region / National	96.00
Total subscriptions	98.50
Donation amount	
Grand Total	98.50
Subs due today	0.00
Total due	0.00
Discount	0.00
Discounted Amount	0.00
Manual pay Pay Now Transactions Edit Send Payment Email	

The subscriptions screen will now show up where you can edit a member's membership type. Underneath the type for the current year there is a box "Next Year's Settings (year) – only required if different from previous year). Click into this drop down to reveal an option to select the new membership type for the follow year.

Subscriptions

* Type 2015 Club Swimmer

Pay Method 2015 Cheque / Cash

Next year settings (2016) - only required if different from 2015

⚠ You should only make selections in these fields if they are DIFFERENT from the current year (2015) fields above. The default is to leave them blank, and the system will automatically set the values on renewal to be the same.

Type 2016 Competitive Swimmer

Pay Method 2016 Card Payment

Renewal date 01/07/2016

* Effective date 09/06/2016

Paid By

Cancel Save



POST 1st JULY

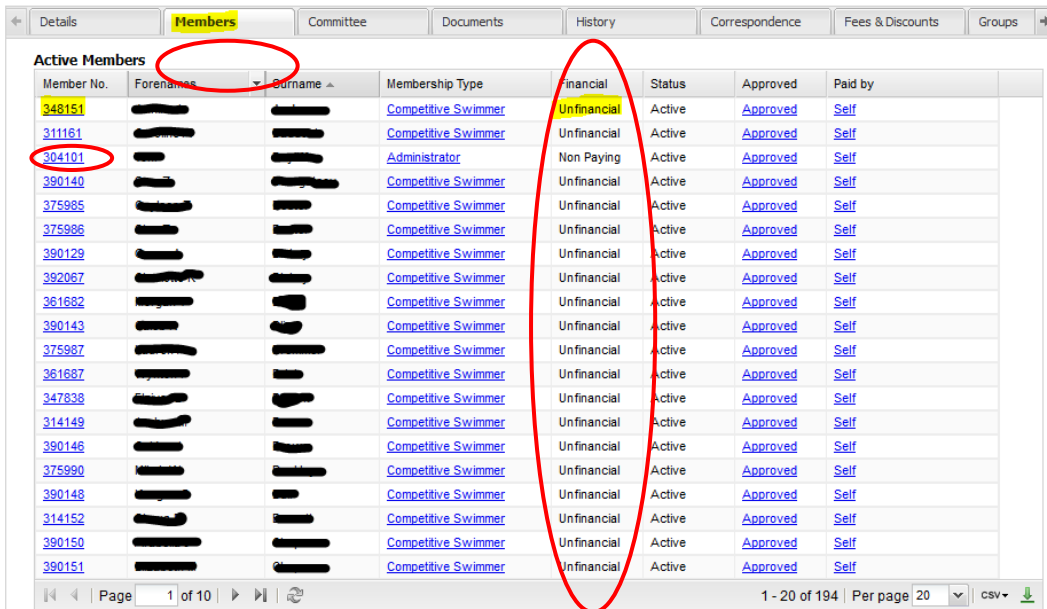
Now that all your members have had their financial status changed to “Un-Financial” you can renew their membership in two ways. You can either manually renew their membership, see steps below or the member can do it online themselves. If your club has opted to do membership renewals via the SNZ Online registration system you will be able to send out an email to all club members providing them with a token to complete their online registration. To do this please refer to “Sending a Membership Renewal Email” under the MEMBERSHIP Section.

MANUAL MEMBERSHIP RENEWAL

Update your members Financial Status: You can now access each members profile and update their financial status through the members tab in your clubs profile. For all members that are not renewing their membership please lapse their profile, to do this please refer to “how do I lapse a member” under the membership section.

4

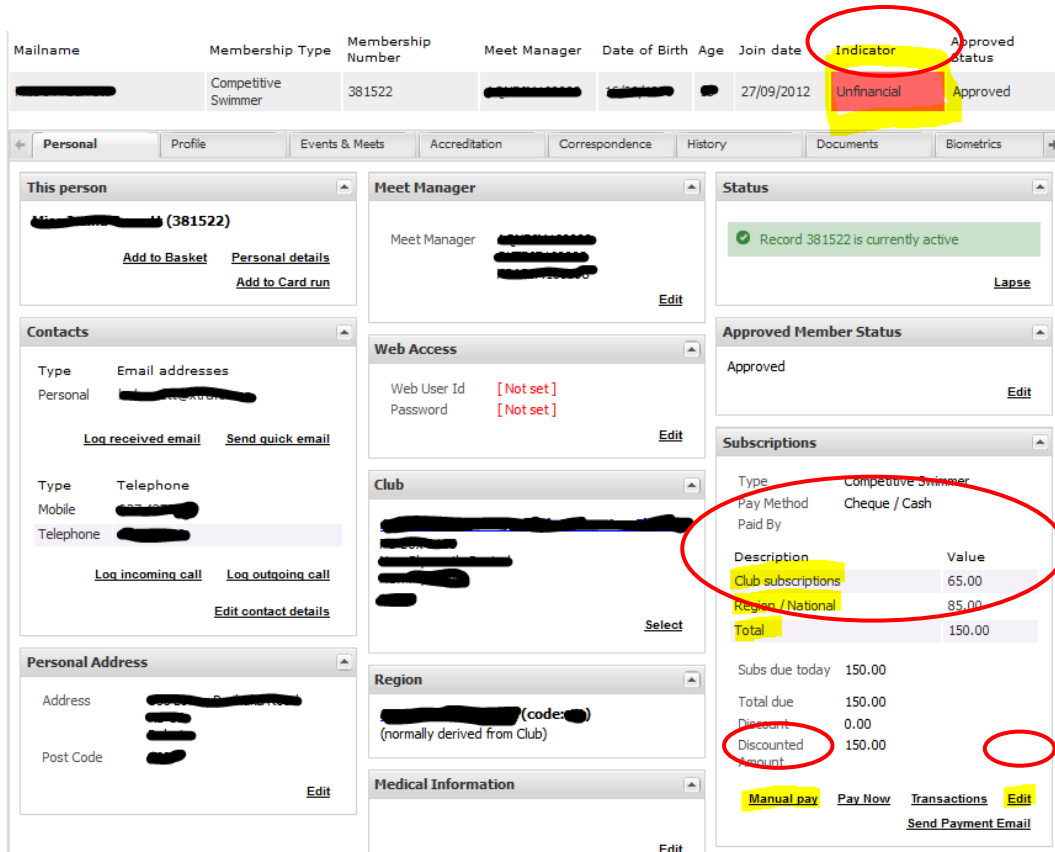
In the image below you can see that each member Financial status is now un-financial for all paying membership types.



Member No.	Forenames	Surname	Membership Type	Financial	Status	Approved	Paid by
348151	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
311161	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
304101	[Redacted]	[Redacted]	Administrator	Non Paying	Active	Approved	Self
390140	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
375985	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
375986	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
390129	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
392067	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
361682	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
390143	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
375987	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
361687	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
347838	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
314149	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
390146	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
375990	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
390148	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
314152	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
390150	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self
390151	[Redacted]	[Redacted]	Competitive Swimmer	Unfinancial	Active	Approved	Self



You can now go into the members profile page by clicking on their membership number next to their name in the membership list. This will show you the members profile as you can see below.



Mailname	Membership Type	Membership Number	Meet Manager	Date of Birth	Age	Join date	Indicator	Approved Status
[Redacted]	Competitive Swimmer	381522	[Redacted]	[Redacted]	[Redacted]	27/09/2012	Unfinancial	Approved

Description	Value
Club subscriptions	65.00
Region / National	85.00
Total	150.00

Subs due today	150.00
Total due	150.00
Discount	0.00
Discounted amount	150.00

Things to note in the below image is that the members profile is displaying that they are unfinancial on the status bar, it displayed the different components of the membership fee based on what you have entered for your club and what has come through from the regional and national fees and you have the ability to pay the membership fees to make the member financial.

You can process a manual payment by clicking on the manual pay button.



You will then see this screen:

Subs details

Total subscription amount due: 150.00

* Payment method Cheque
 Cash
 Manual C.Card

* Receipt date

* Amount paid now

Ensure that you select the payment method, the date of receipt and if only a part payment indicate the amount that has been paid.

Note that the member will not become financial until the full amount is paid.

Once you have done this click next.

You will then see the below screen:

Payment confirmation

Please check these details carefully, and use the 'Back' button if you need to change them. A total of 150.00 will be applied to the member's record when you click 'Confirm payment'.

Total owing	This payment	Payment method
150.00	150.00	Cheque

* Please confirm that the member is paying the full amount owing

By clicking the check box and pressing the record payment button you are confirming that payment has been received and if the full payment has been made the members profile will then be financial.

