Membership Rollover Checklist

> Ensure that all unfinancial members have been made either financial or lapsed. A list of members will have been circulated with you by your regional admin. Any members still unfinancial on Friday 23 June 2023 will be lapsed by SNZ.

> Ensure that none of your members that have been financial this membership year have been lapsed. If they have, please reinstate them and wait for instruction on when you can lapse them.

> Ensure that new members for the upcoming membership year are not added to the database until after the 1st of July. Otherwise they will be charged twice.

> Ensure that your clubs bank details are loaded and correct in the SNZ Database. This will allow membership payments in the new membership year to be credited to your bank account - providing you are charging fees through the database.

> Follow the guide to update member's membership type for the new membership year if they are changing membership type. e.g. Club Swimmer changing to Competitive Swimmer.

> Load/Check that the membership fees for your club are correct in the Database (only if you are charging club fees through our system) Following the 'Membership Renewal How-To Guide' when you are comfortable that everything is correct you can prime your club but ensuring you have clicked the 'recalculate' button. This must be completed by 29 June 2023