

Renewing a member

In this document we will show you how you can renew a player's membership with your club.

1. To renew a member, Select the '[Member process](#)' and then select the '[View Members](#)' tab from the left hand menu.
2. Select the checkbox which will search via the players' last name.
3. Type in the players' surname and select '[Search](#)'.
4. Select '[Update](#)' to take you to the players profile. Ensure all details are correct or update where necessary. The residential address and mailing address must both be verified before you can proceed.
5. Select '[Update](#)', at the bottom of the profile. If the update is successful '[Member Updated](#)' will be displayed at the top of the screen.
6. Select the red '[Renew the Member](#)' button, located at the top of the players' profile.
7. From the drop down box select which membership the player has purchased. This member will be renewed as a senior.
8. The fee will then be displayed for the membership. This includes both the association and the club fee. If this is correct select '[continue](#)'. As there are no extras set up at the state or club level, the payment options screen is now displayed.
9. Select '[Pay by Cheque or Cash](#)'.
10. Type the amount paid and then select '[Post Payment](#)'.
11. The members receipt will then be displayed on the screen. If an email address is entered in the players' profile the receipt will be emailed to them instantly.

You have now successfully renewed a member.