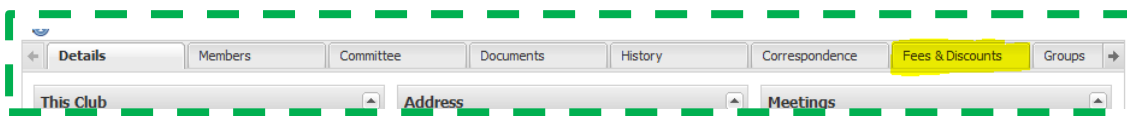


Sending a Membership Renewal Email

On the 1st of July all members in the database will have their financial status changed to "Un-Financial" as we enter a new membership year. 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 follow these steps.

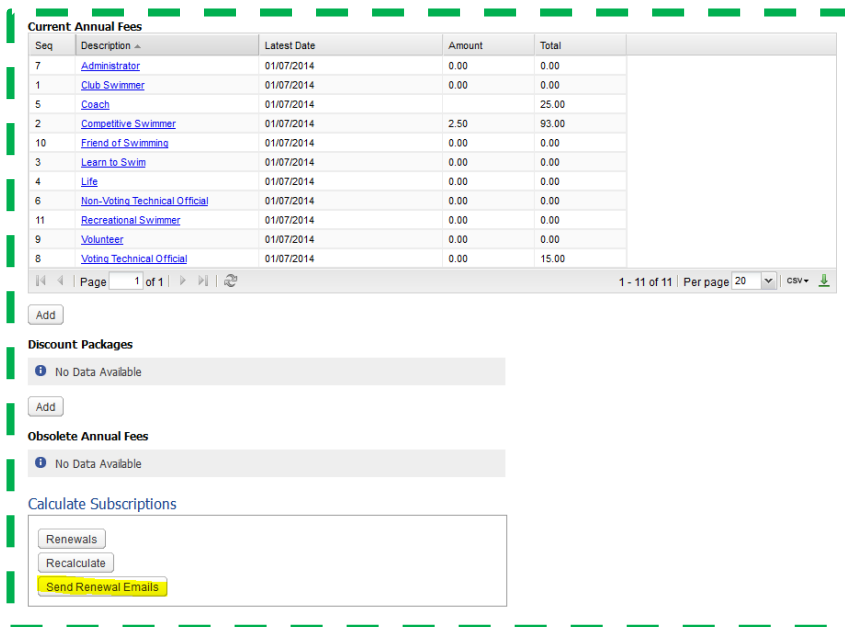
1

Enter your clubs profile page in the SNZ Database. You will see a "Fees and Discounts" tab along the top. Click into this tab.



2

There will be a send "Send Renewal Emails" button at the bottom of this page, click this and then follow the prompts to sending out a renewal email.



The screenshot shows a table titled "Current Annual Fees" with the following data:

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		25.00
2	Competitive Swimmer	01/07/2014	2.50	93.00
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

Below the table, there are sections for "Discount Packages" (No Data Available), "Obsolete Annual Fees" (No Data Available), and "Calculate Subscriptions" with buttons for "Renewals", "Recalculate", and "Send Renewal Emails" (highlighted in yellow).

The email will only be sent to members who have an email address against their profile in the database and members that are "Active" and have a fee due. If a member who is lapsed wants to re-join the club, the club will need to re-instate them as "Active" in the database before they can receive a renewal email.