

# 2018-2019 Registration Checklist #2

For Payment Email Renewals

3 September, 2018

The following tasks need to be completed in ClubLANE ([admin.swimming.org.au](http://admin.swimming.org.au)) in order for your club to be ready to accept membership registrations. Step-by-step illustrated and video guides to help you through the tasks below can be found [here](#).

- Ensure you have Lapsed:
  - all Financial members that you know will not be renewing with your club this season &
  - all Un-financial members in your database.
- If your club will be accepting Active Kids Vouchers, please ensure you have set up the clubs Active Kids Portal ([info & FAQs here](#)) and are aware of how the process works so members can redeem vouchers with the club (not available for ACT Clubs).
- If your club is accepting these vouchers, inform all members that they must provide you with their voucher number before they make any payment for the 2018/19 season**
- Set your club fees for 2018-19.
- Create discount packages that will apply when families register together (if applicable for your club). *Note: Families with Jnr Dolphins will need to be catered for in discount packages*
- Generate a membership transaction for payment against each of your members' accounts. *Important, this calculation should only be run once at the beginning of the registration season. If you believe your renewal calculation did not work, do not run the calculation again. Contact me at [greta.brodie@nsw.swimming.org.au](mailto:greta.brodie@nsw.swimming.org.au)*
- Open online registrations for all members. Remember to complete both steps shown in the help video. (Please ensure Life Members Fee does not have 'Valid for Joiners' box ticked)
- Send yourself a payment email and run through the renewal process. Check all information displaying throughout the process is correct.
  - If your club contact is incorrect, set the correct club contact as the Registrar position in your Committee tab in ClubLANE.
  - The Registrar's email address will be pulled from their personal membership account. You may wish to amend this to a different email address.
- Send an automated renewal email to all of your members which will prompt them to pay their membership online.

For your information:

- View a draft example of the renewal email that will be sent to your members.
- Read through an example of the membership renewal process.