

## Renewing a Member for a new Season

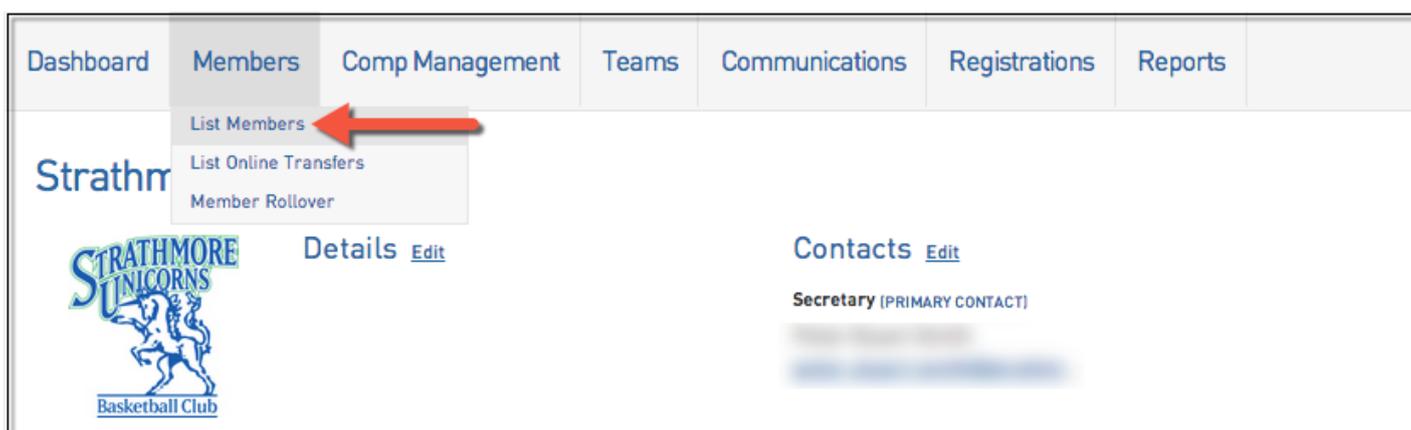
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The primary method of registering members (new or existing) is through an Online Registration Form, whereby the member fills in an online registration form and can also submit payment for their Club Membership fees. Registering online automatically registers the member to a season and updates their details. For an Administrator to Manually Register a Member to a Season, complete the following steps:

The following is not available for AFL.

1. Click on Members in the header menu and from the drop down options select List Members.



2. The Member List will appear. Click on the 'View' button next to the member you wish to register. +

## Members List

Showing - Family Name including  Season 2014 - 2015 Age Group --All Age Group-- Status All Member Record

| Family name   | Legal first name | Active in Club                      | Date of Birth | Suburb | Phone (Mobile) |
|---|------------------|-------------------------------------|---------------|--------|----------------|
|  | Simon            | <input checked="" type="checkbox"/> | 28/02/1961    |        |                |
|  | Leo              | <input checked="" type="checkbox"/> | 23/09/2002    |        |                |
|  | Norma            | <input checked="" type="checkbox"/> | 01/12/1900    |        |                |
|  | Baran            | <input checked="" type="checkbox"/> | 16/09/1978    |        |                |
|  | Hilary           | <input checked="" type="checkbox"/> | 11/02/1975    |        |                |

3. The member's record will open. If they are not registered in the current season, this will be shown to the right hand side, with the words 'Not Registered' highlighted in red.

### Simon



Add Photo

Documents

No Documents available

[ADD DOCUMENT](#)

**Member Detail Summary** [Edit](#)

Gender: Male

Date of Birth:

**Contact Details** [Edit](#)

Address:

Home Phone:

Mobile:

Email:

**Not Registered**

Not Registered in New Registration Season:  
2014 - 2015 [REGISTER](#)

4. Below 'Not Registered', click on Register.

**Not Registered**

Not Registered in New Registration Season:  
2014 - 2015 [REGISTER](#)

5. The Member Record will open. Check all details, choose a membership type from the drop down menu and click on Update Record.

## Member Record

To modify this information change the information in the boxes below and when you have finished press the **'Update Record'** button.

**Note:** All boxes marked with a  are compulsory and must be filled in.

|  |  |
|--|--|
| Season:                                      | <input type="text" value="2014 - 2015"/>                |
| Entity Type:                                 | <input type="text" value="Club"/>                       |
| Entity:                                      | <input type="text" value="South of Perth Yacht Club"/>  |
| Type:  | <input type="text"/>                                    |
| Age Group:                                   | <input type="text" value="Over 18"/>   |
| Active Date:                                 | <input type="text" value="19/01/2015"/>                 |
| Inactive Date:                               | <input type="text"/>   |
| Financial:                                   | <input type="checkbox"/>   |
| Active:                                      | <input checked="" type="checkbox"/>  |
| <input type="button" value="Update Record"/> |  |

6. A confirmation message will appear, advising that the record has been successfully added to the season.

## Member Record

**Record updated successfully**  
[Return](#)

If the member is already registered: If the member is already registered in the current season, this will be shown to the right hand side, with the word 'Registered' highlighted in green.

**Kerstin**

Member Detail Summary [Edit](#)

Gender: Female  
Date of Birth:

Contact Details [Edit](#)

Address:  
Mobile:  
Email:

**Registered**

Registered in Current Season: **2014 - 2015**  
as  
• Adult

Add Photo

Documents

No Documents available

[ADD DOCUMENT](#)

1. Click on Member Records to check the registration details.

Dashboard Transactions Tags **Member Records** Preferences

**Kerstin**

Member Detail Summary [Edit](#)

Gender: Female  
Date of Birth:

Contact Details [Edit](#)

Address:  
Mobile:  
Email:

**Registered**

Registered in Current Season: **2014 - 2015**  
as  
• Adult

Add Photo

[MARK AS DUPLICATE](#)

2. The Member Records Summary will open. The Club Summary will show which club the member is registered with for the current season. If the member is registered with another club and you wish to register the member with your club, a new record has to be created for the member and then both records have to be merged in the clubs' duplicate resolution.

## Member Records Summary

### Club Summary

| Entity             | Season      | Type  | Age Group | Active Date | Inactive Date |
|--------------------|-------------|-------|-----------|-------------|---------------|
| Yachting Australia | 2014 - 2015 | Adult | Over 18   | 13/10/2014  |               |

### State Summary

| Entity                   | Season      | Type  | Age Group | Active Date | Inactive Date |
|--------------------------|-------------|-------|-----------|-------------|---------------|
| Yachting Australia [...] | 2014 - 2015 | Adult | Over 18   | 13/10/2014  |               |

### National Type Summary

If an administrator creates a new record for a member that has just joined their club or association but that member has previously registered with a different club or association, the Membership will identify this and allow the administrator to merge the member's new record with all of their historical data.

**For further assistance please contact Online Services:**

onlineservices@yachting.org.au

02 8424 7400

## Related Articles

[template("related")]

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