



# Basketball Australia: Setting up renewal messages to a State Membership Period in a Product

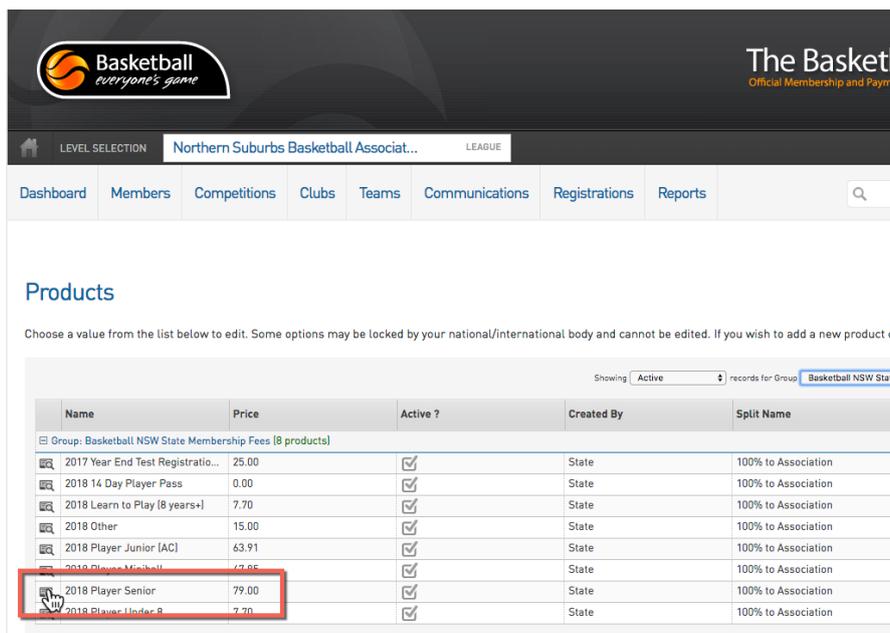
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**NOTE:** This functionality is only available for Basketball Australia affiliates that use Basketball Australia's National Registration System.

A **Membership Period** is the period of time that a member is registered to the State or Region governing body (eg Basketball NSW, Basketball Tasmania or Basketball Victoria Country). A **Membership Period** is assigned when a member registers through the National Registration System and purchases the State or Region membership product.

An Association administrator can view (but not edit) the **Membership Period** setup on the State and Region products via the membership period tab in the product setup page.

As an Association administrator, you are able to manage the renewal/reminder message and when to send that message. Login into your Association database, go to **Registrations** menu, click **Products** and click on the State/National registration product to edit



You can customise the renewal message and determine when to send the message.

Select the number of days either before or after the expiry date of a members **Membership**

## Period.

Write your message. You can have a "before" and an "after" message in the same Membership Period.

### Membership Period

Product Registration Rules

**Membership Period**  
Start/End Date is: - to -

**Membership Period is valid for:** 365 days

**Membership Product Group:** BNSW Membership Fees

**# of days before a returning customer can purchase this product:** 30 days

**Product Hierarchy Level:** 3 level

**Backdate the registration End Date up to # days, if the renew occurs after the expiry date:** 30 days

Email this message  days  the product is due to expire:

Your Basketball NSW membership will expire in 5 days, please click on the link to renew your membership with Basketball NSW.

Email this message  days  the product is due to expire:

Your Basketball NSW membership has expired, please click on the link to renew your membership with Basketball NSW.

The renewal message will be sent to members based on the renewal rules. For example, a member whose membership period expires in 5 days will receive a renewal email if the rule set is "Email this message 5 days before the product is due to expire".

**NOTE:** To communicate to all members that are currently unregistered use the Unregistered Member Report

**PLEASE NOTE:** If you do not fill out this section then renewal emails will not be sent to the participants.

To learn more about Membership Periods attached to products, please see [Add Membership Period to Product](#).

1. If you are a club, please contact your association administrator directly. In most cases, they

will be able to quickly assist you with your enquiry

2. If you are an association, please contact The Basketball Network Support Team at [basketball.net.au/tbnsupport](https://basketball.net.au/tbnsupport).
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