

## Renewing IUC membership

### For Club Administrator bulk renewing club member's membership

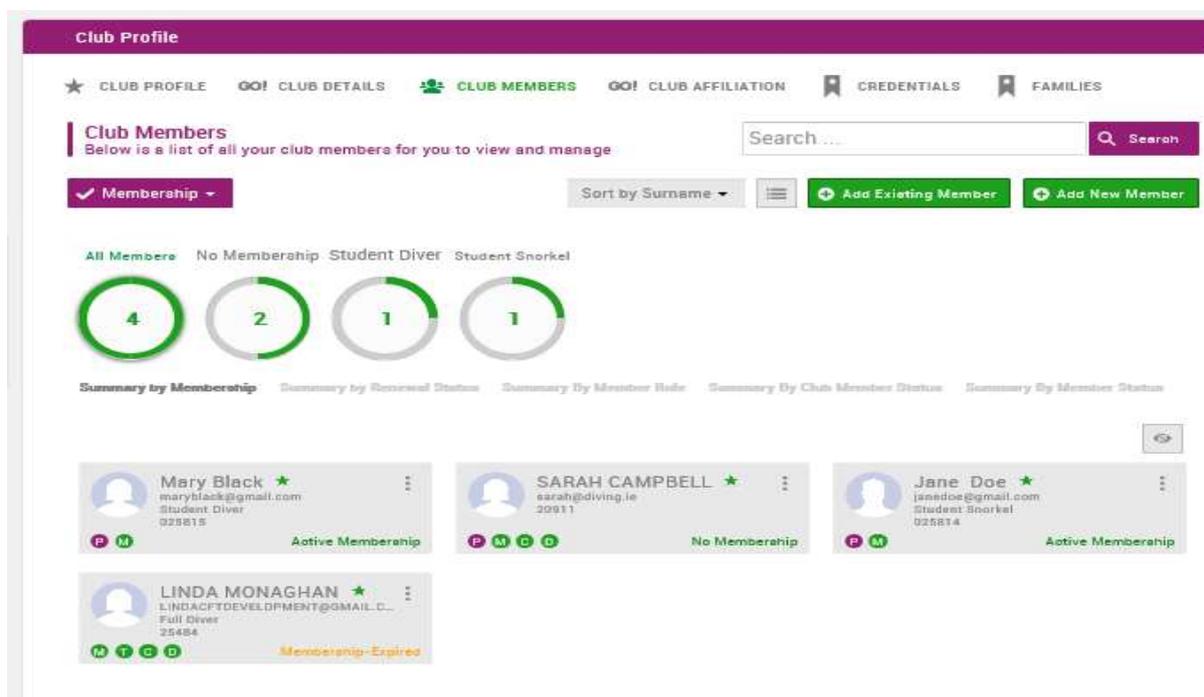
Once you sign into your Go Membership Profile click on the menu button in the top left hand corner. This will bring up the menu screen and you will need to click on the club profile tile (as indicated).



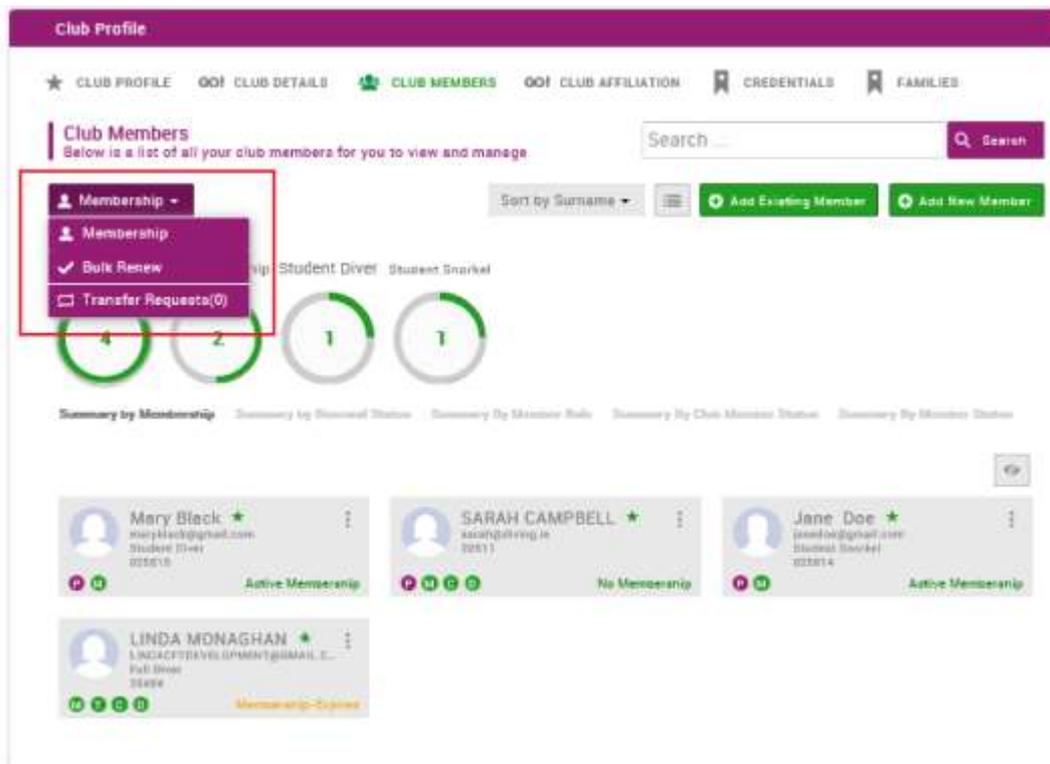
This will bring up the club admin page (below), to get to the renewal pages please select the club members tab as indicated below.



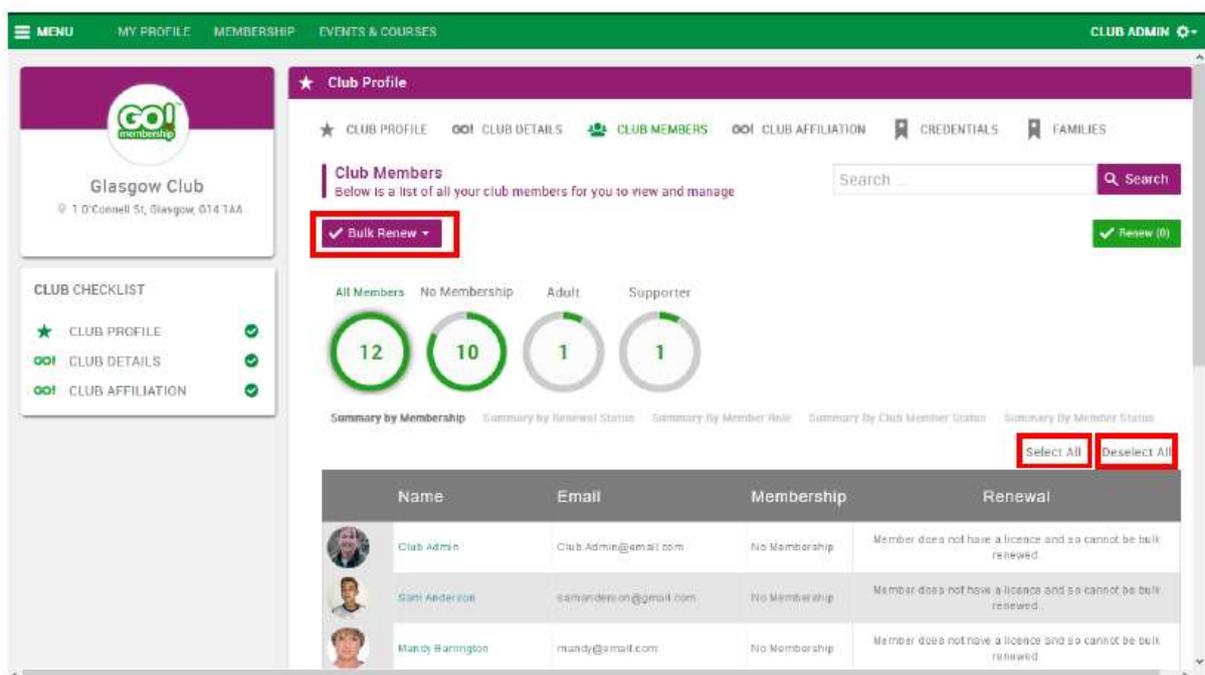
This will bring you to the page where you can see all your club members, as below:



Click on the membership drop down menu to see options including Bulk Renewal as below.



Choose this option and the member contact cards will change to a Bulk Renewal display. It lists the members giving name, email address, membership and a renewal column. You can use the Select All or Deselect All to quickly choose all available members for a bulk renewal process - this may be helpful where you are bulk renewing the majority of members and only want to manually deselect one or two from the list and is quicker than clicking the tick box for a long list of members.



Club Profile – Club Members – Bulk Renew

If a member is valid for inclusion in the bulk renewal process a tick box is shown in the Renewal column.



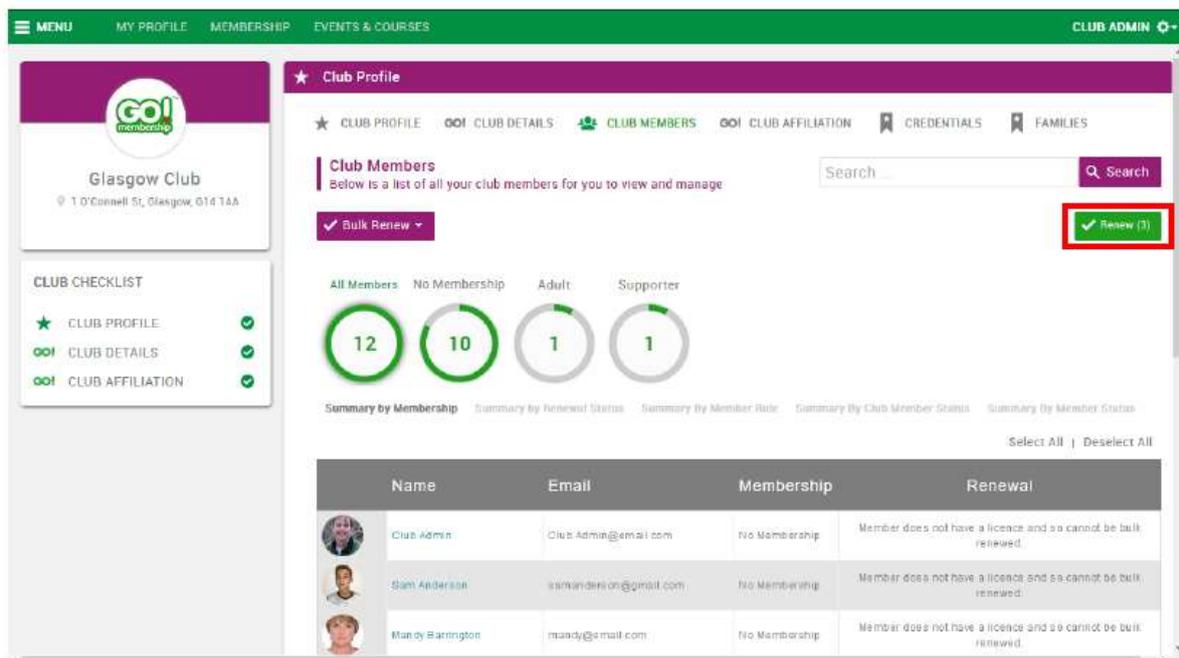
Note that you can only use the bulk renewal for renewals, if a member has not held membership or a licence previously you cannot include them in a bulk renewal batch and a message is displayed against those members indicating this. The reason for this is that the first membership bought for a member needs to select the appropriate membership category - bulk renewal works on the assumption that the renewing membership will be the same membership category/licence as the previous year.



When a member has been selected to be included in a Bulk renewal the tick box changes from grey to green.



Once you have selected all the members that you want to include in this bulk renewal, at the top right of the page you will see a Renew button that includes the count of the number of records that will be included in this bulk renewal batch. Click the Renew button to complete the bulk renewal.



The appropriate members will be updated and a Cart Updated message is displayed where you can confirm whether you want to proceed to the Checkout or you want to carry on making further updates so that you can make a single Checkout transaction once you have completed all changes required.

If you want to make the payment by bank transfer through your own online banking account or with a cheque or cash, you must notify the office with the following details either by calling the office on 01 2844601 or by emailing [info@diving.ie](mailto:info@diving.ie).

- Date payment made
- Members name and CFT number
- Membership type
- Method of payment