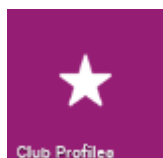


Renewing IUC membership

For Club Administrator renewing club member's membership

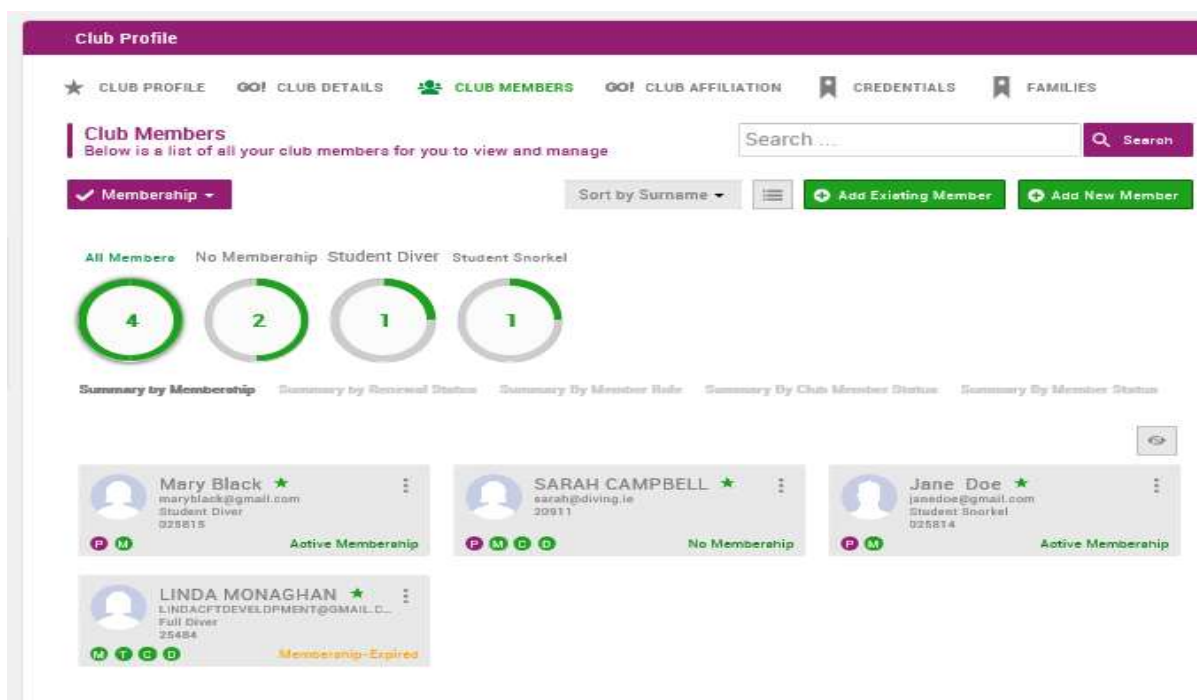
Once you sign into your Go Membership Profile click on the menu button in the top left hand corner. This will bring up the menu screen and you will need to click on the club profile tile (as indicated).



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:

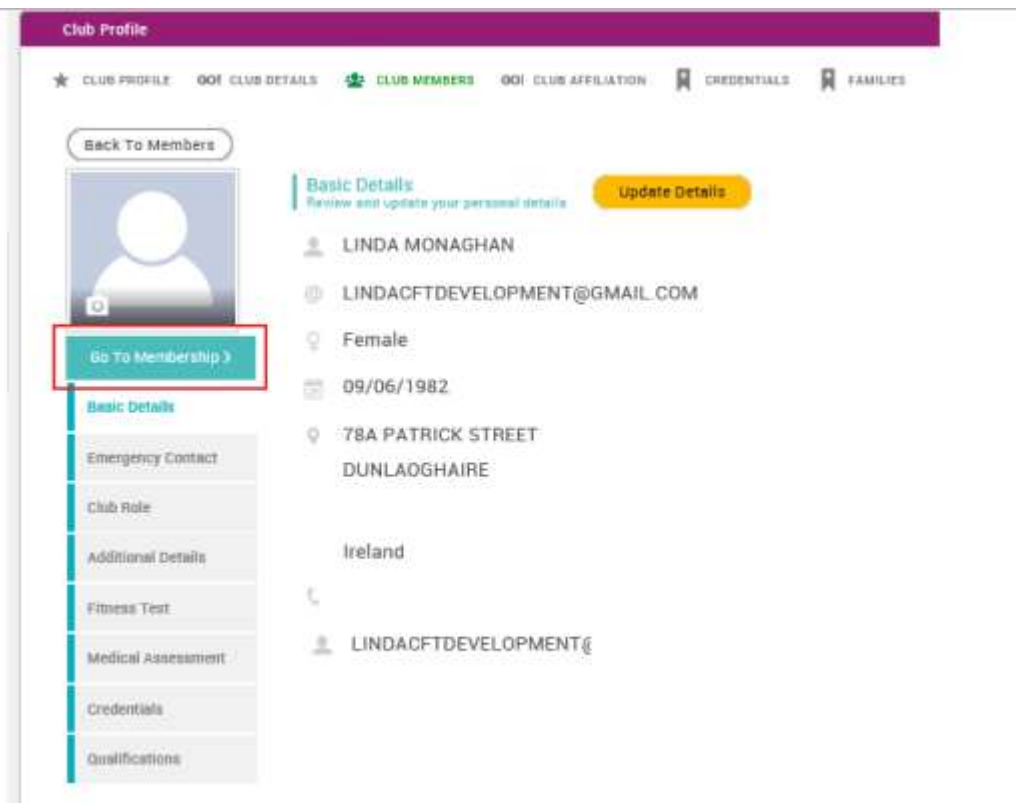


There are now three methods to renew an individual club member's membership.

METHOD 1: From the contact card, locate the member to be renewed, click the menu at the top right of the contact card (displayed as 3 small circles) and choose Renew



METHOD 2: If you double click on the members contact card it will bring you to their member profile as below. From the Member Profile click Go To Membership (as indicated).

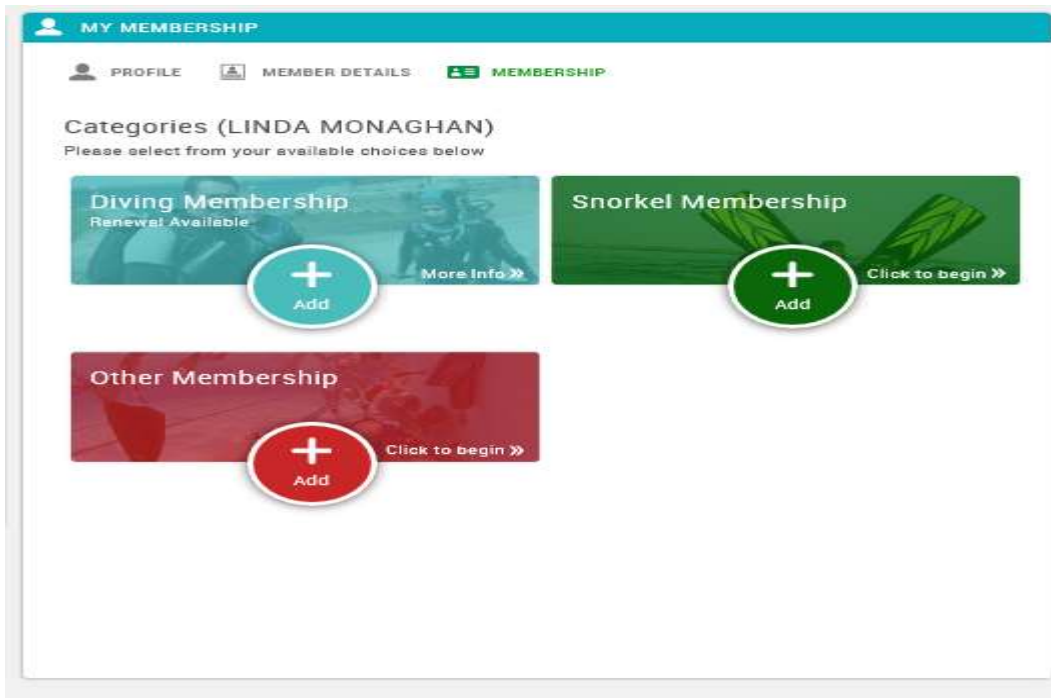


METHOD 3:

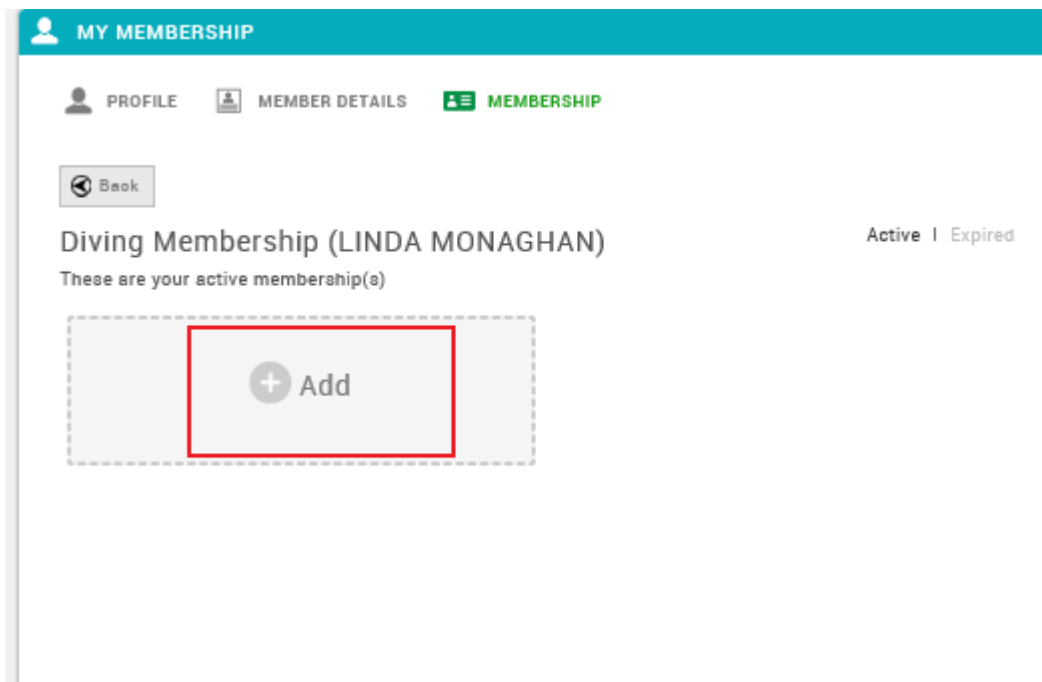
From the list view, locate the member to be renewed, click the menu button at far right of the row and choose Renew

Name	Email	Roles	Membership	Primary	
Mary Bleak	merybleak@gmail.com	Member	Active Membership Expires: 31/12/2018	Yes	
SARAH CAMPBELL	aeroh@diving.ie	Member, Club Administrator, Diving Officer	No Membership	Yes	
Jane Doe	janedoe@gmail.com	Member	Active Membership Expires: 31/12/2018	Yes	
LINDA MONAGHAN	LINDACTDEVELOPMENT@GML	Member, Treasurer, Club Administrator, Diving Officer	Membership-Expired Expires: 31/12/2018	No	

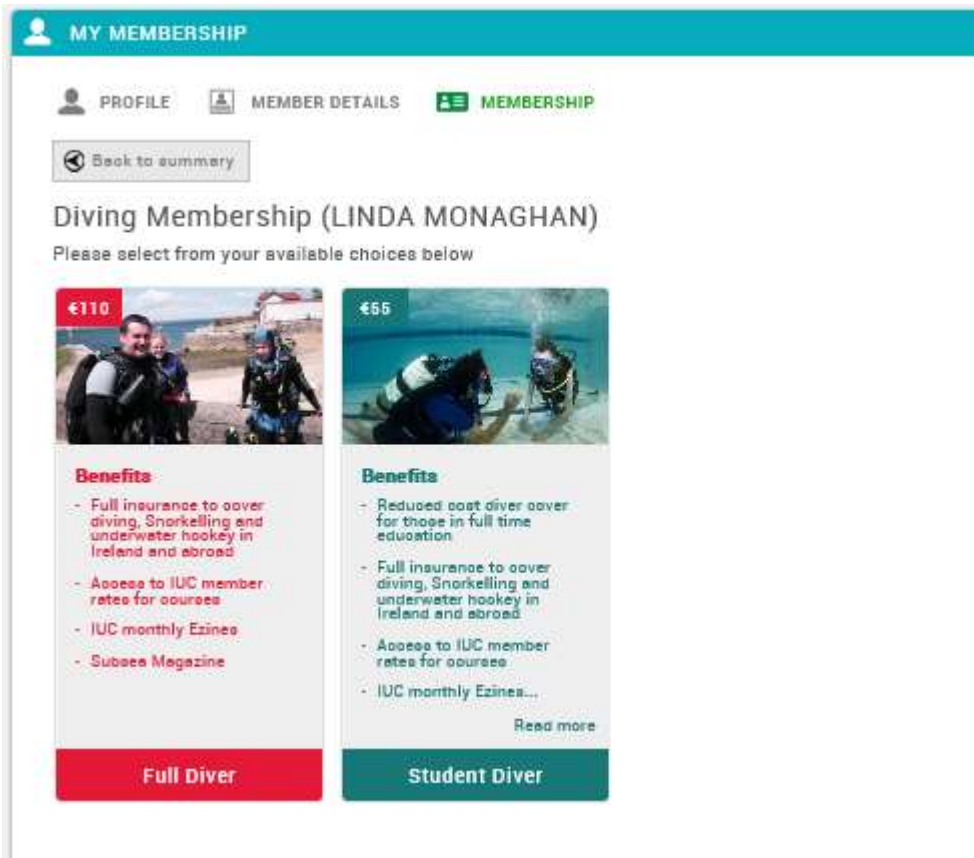
All these three methods will bring up the membership selection page where you can choose which membership you wish to renew or purchase. Please note if you choose a diving membership you do not need to select a snorkel membership as well. Diving Membership's cover diving and snorkelling activities.



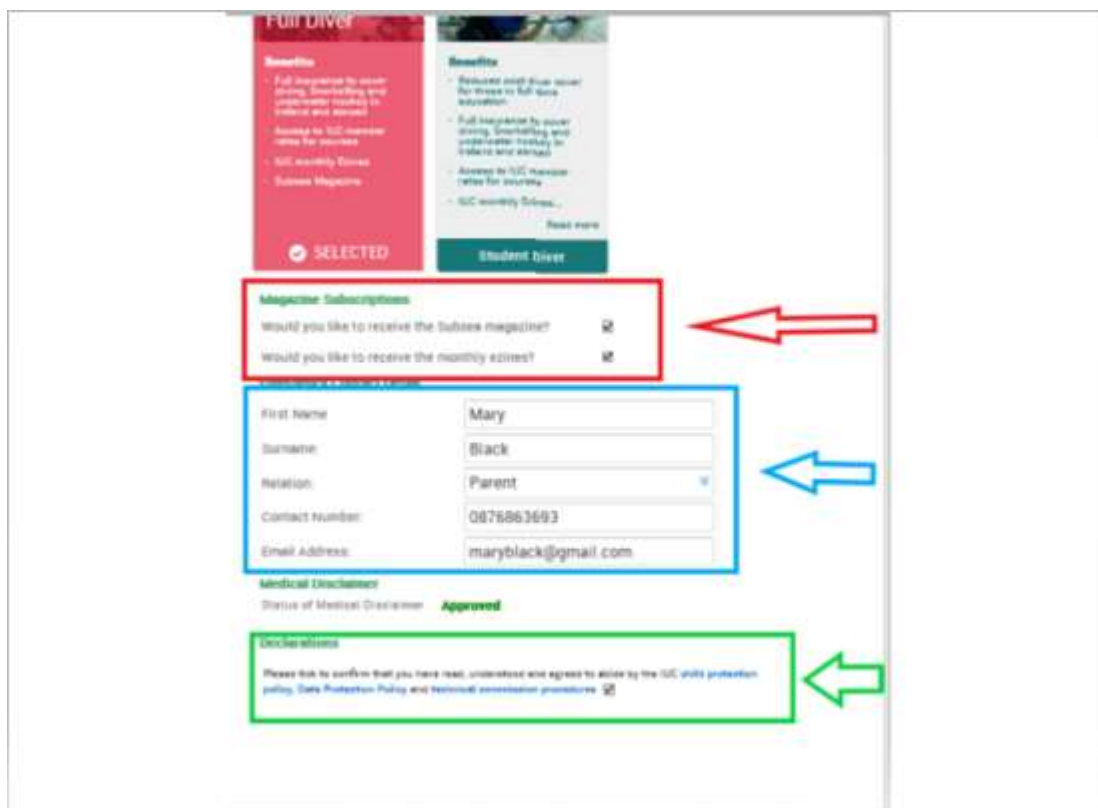
Once you have chosen the membership category you will be brought to a page similar to the one below. To choose the membership type click on the +ADD button (as indicated)



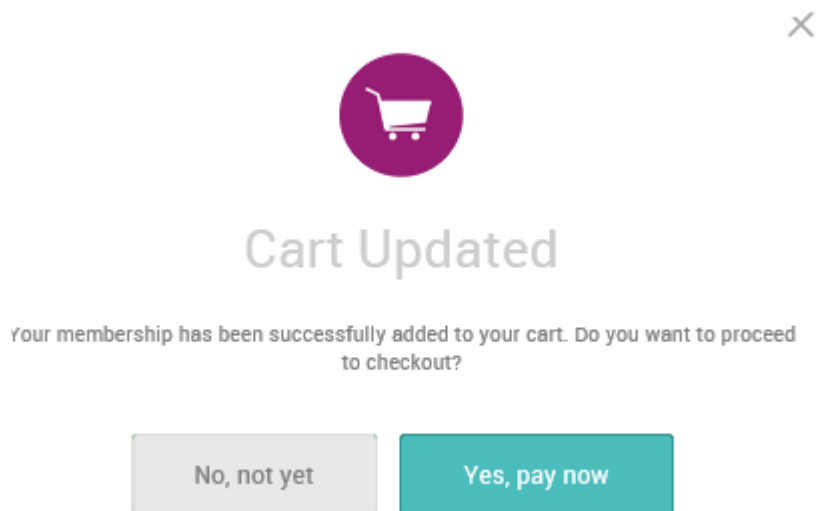
Once you have click the +ADD button you will be brought to the membership type page which list the memberships available to the member in this category and also the benefits of these memberships as below.



Once you select one of the membership types you will see an extended screen like below. If the member wishes to receive the Subsea magazine or the monthly e-zines you will need to tick the boxes in the red box (as indicated). The Emergency contact information details in the blue box (as indicated) MUST be completed for all members. You will also need to tick the declaration box in the green box (as indicated) to proceed with the membership renewal or purchase. Then click the Checkout button.



Provided you have completed the required sections you will be brought to the screen below where you can choose to pay for the membership now or later. Please note the member will not be covered by the IUC insurance policy until full payment for membership is received and all fitness to dive requirements are met.



If you choose to pay later the cost of the membership will be placed in the cart. If you click on Yes, pay now you will be brought to the payment screen below. You can choose to make payment by credit card or bank transfer choosing the options in the green box. 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.

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

Checkout
Review and purchase items

- 1 Confirm Details 2 **Order Review** 3 Confirm Payment

Below is a summary of your order, please review and then select a payment option.

Contact Details

LINDA MONAGHAN
78A PATRICK STREET
DUNLAOGHAIRE
LINDACFTDEVELOPMENT@GMAIL.COM

Pay via Bank Pay with Card
VISA Mastercard American Express Discover

Item Summary

ITEMS	PRICE	QTY	TOTAL
 Full Diver (LINDA MONAGHAN) Full Diver In Stock Remove	€110.00	1	€110.00

Update

Sub Total €110.00
Total €110.00

Back Pay via Bank Pay with Card
VISA Mastercard American Express Discover