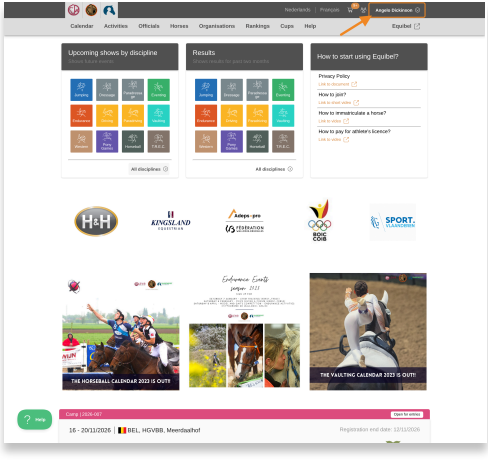
How to Renew Your Members' Licences and Insurances

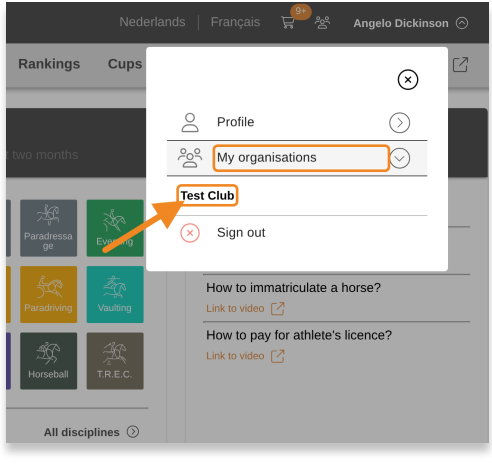
Step 1

Click your profile button in the upper-right corner of any page.



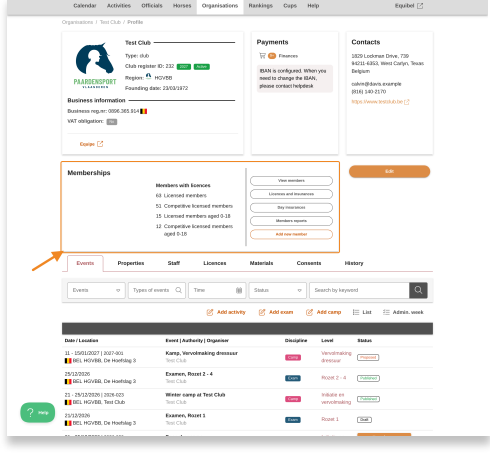
Step 2

Open **"My organisations"** and select your club.



Step 3

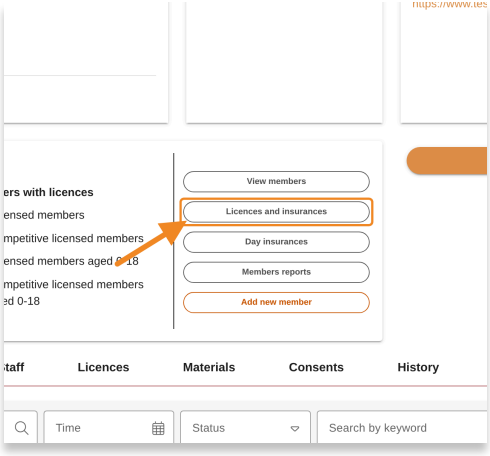
On your club page, find the **"Memberships"** section.



How to Renew Your Members' Licences and Insurances

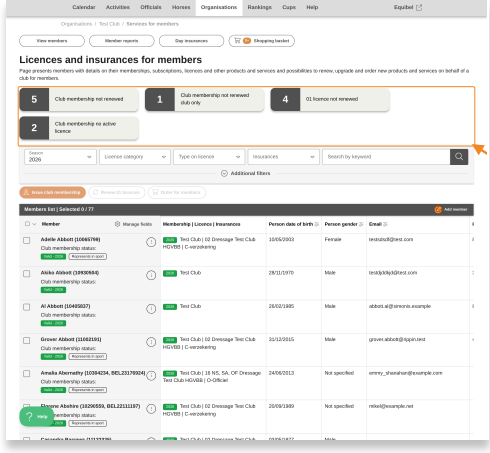
Step 4

Click **"Licences and insurances"**. The **"Licences and insurances for members"** page opens.



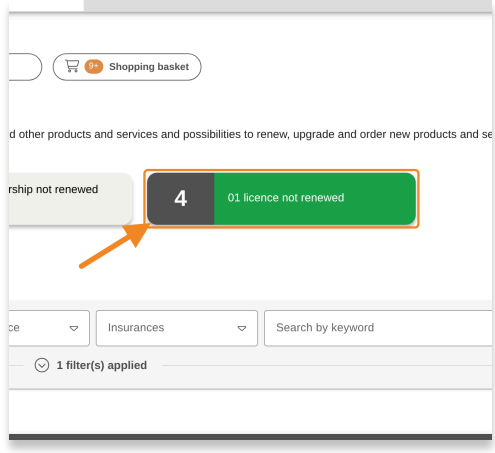
Step 5

This page lists your club's members. The cards at the top count members who need something, such as a renewal.



Step 6

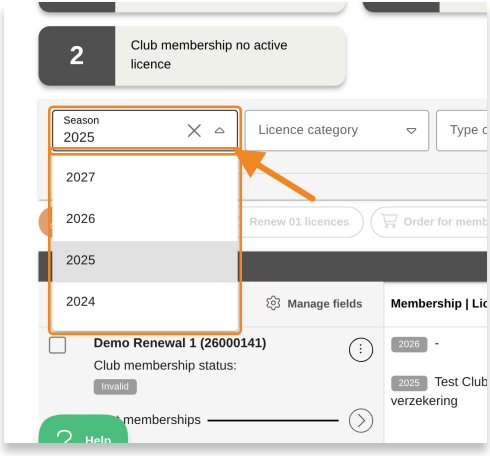
Click **"01 licence not renewed"**. The list shows last season's 01 licences that are not renewed yet.



How to Renew Your Members' Licences and Insurances

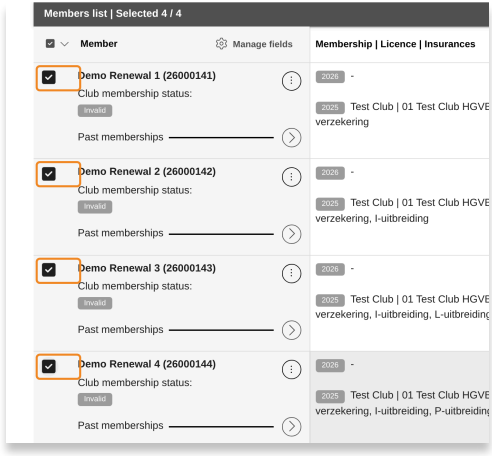
Step 7

Renewing other years, such as 2026 to 2027? Under **"Season"**, choose the season you renew from instead.



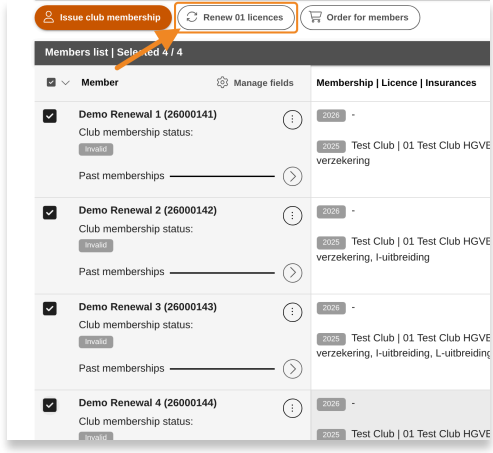
Step 8

Tick the members to renew. To tick everyone in the list, click the arrow by the top box and choose **"Select all"**.



Step 9

Click **"Renew 01 licences"**, above the list. A window opens.

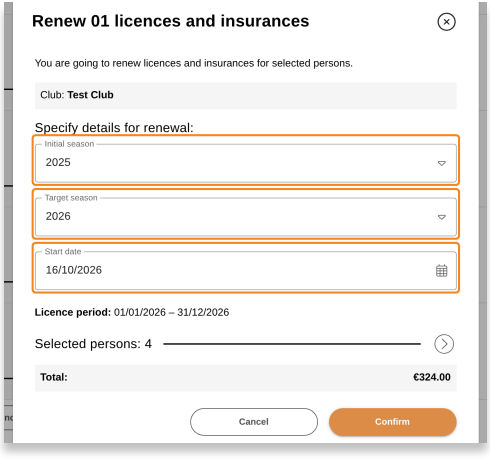


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How to Renew Your Members' Licences and Insurances

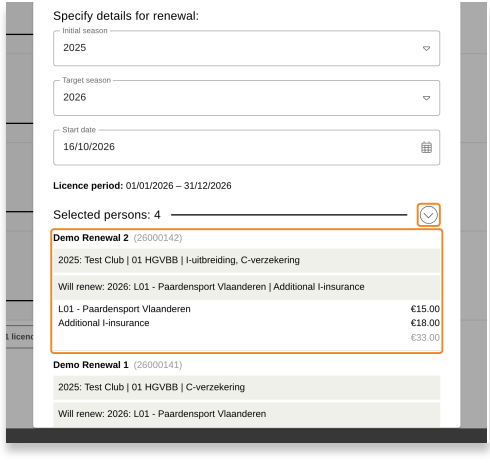
Step 10

Set **"Initial season"** to the season you renew from and **"Target season"** to the new one. **"Start date"** is filled in for you.



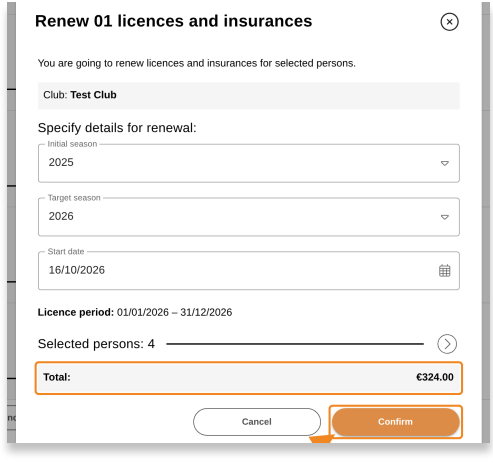
Step 11

Click the arrow by **"Selected persons:"** and check each member. Members marked **"Not eligible"** are left out.



Step 12

Check the **"Total:"** and click **"Confirm"**. Keep the window open until the renewal is done — usually a few minutes.



How to Renew Your Members' Licences and Insurances

Step 13

Pay the orders. Click **"Go to basket"** at the end of the renewal, or **"Shopping basket"** at the top of this page.

