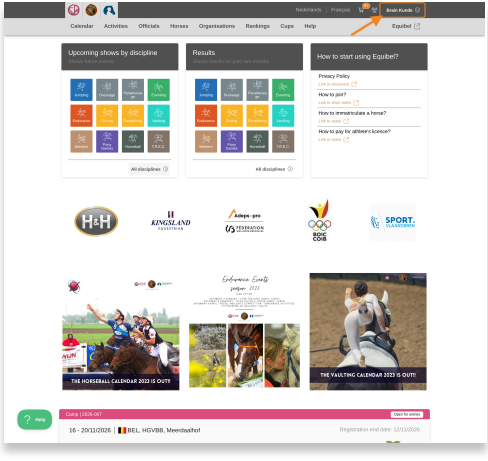
How to Renew Your Club's Membership

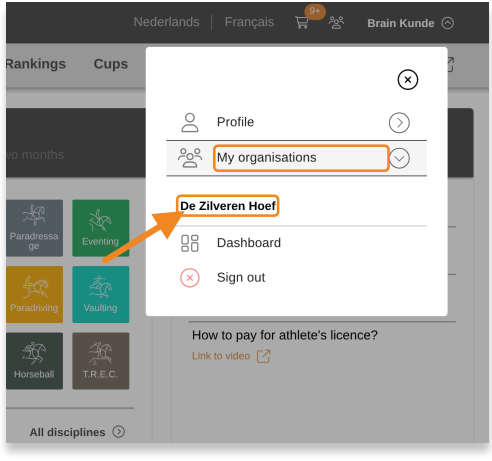
Step 1

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



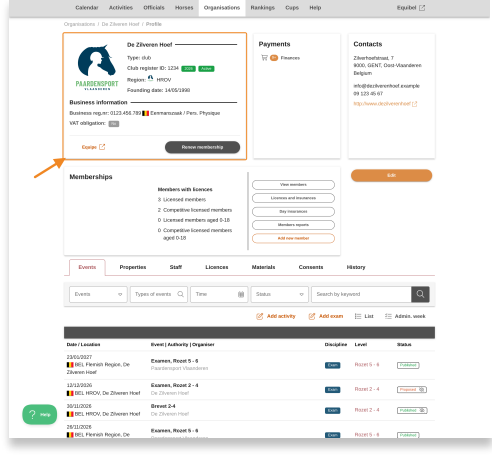
Step 2

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



Step 3

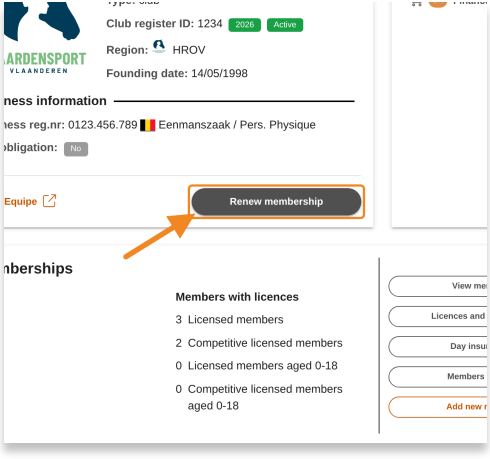
On your club page, find **"Renew membership"** in the box with your club's details.



How to Renew Your Club's Membership

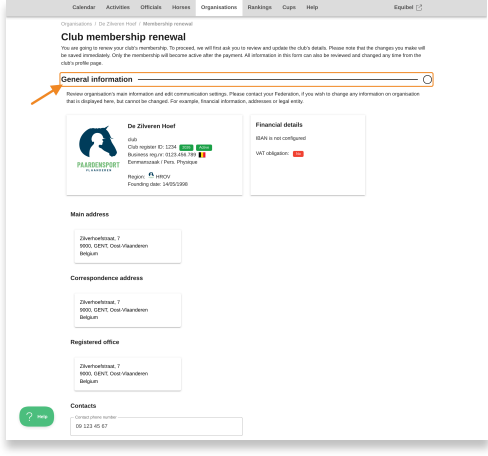
Step 4

Click **"Renew membership"**. The renewal form opens. It has five parts, which you go through one by one.



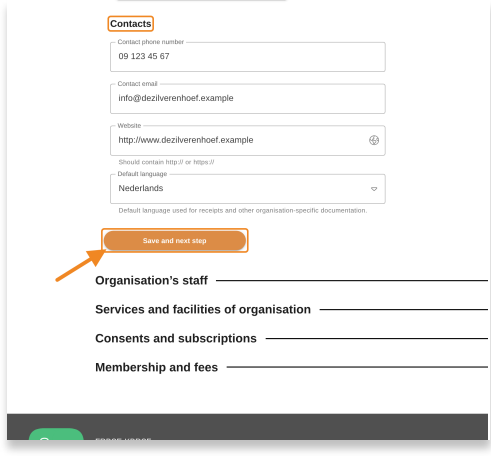
Step 5

Part 1, **"General information"**, shows your club's details. Addresses and financial details can only be changed by the federation.



Step 6

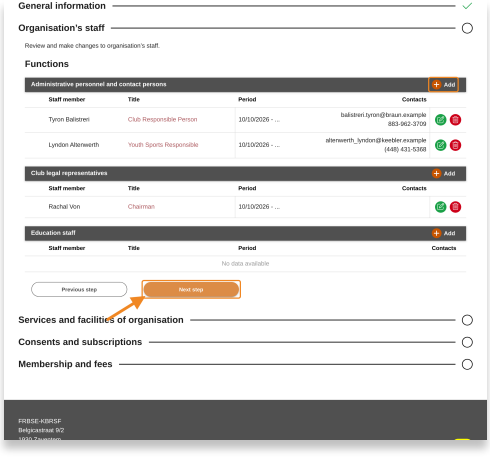
Update the **"Contacts"** if needed. Click **"Save and next step"**. Your changes are saved immediately.



How to Renew Your Club's Membership

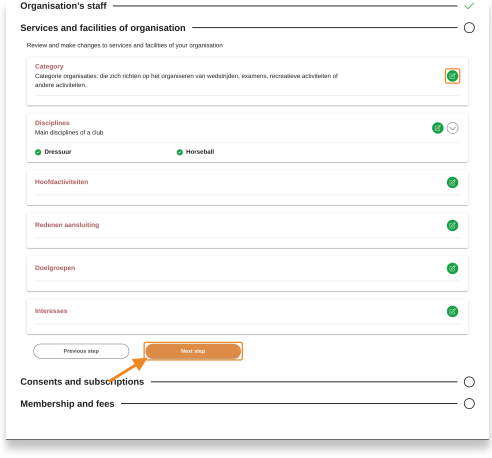
Step 7

Part 2, **"Organisation's staff"**. Click **"Add"** to add a staff member, or use the icons on a row to change or remove one. Click **"Next step"**.



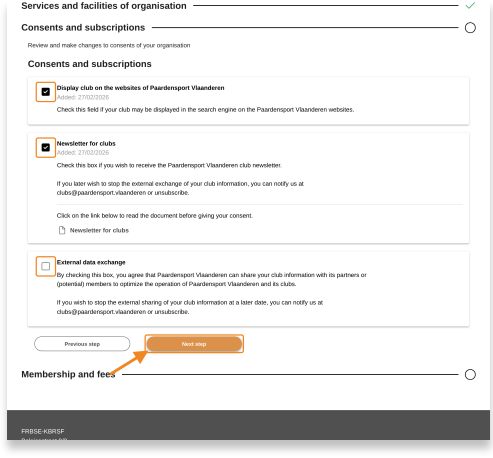
Step 8

Part 3, **"Services and facilities of organisation"**. Click the pencil icon of a group to change its choices. Click **"Next step"**.



Step 9

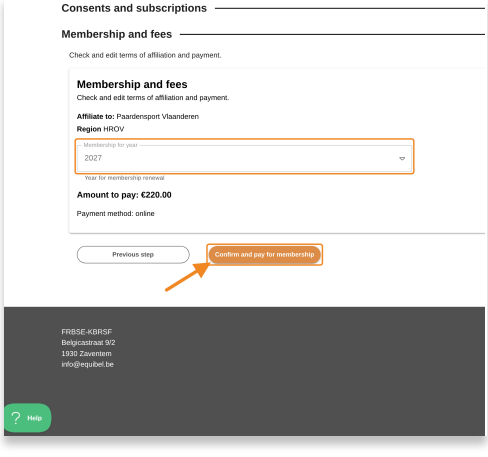
Part 4, **"Consents and subscriptions"**. Tick or untick each consent; a change is saved at once. Click **"Next step"**.



How to Renew Your Club's Membership

Step 10

Part 5, **"Membership and fees"**. Check the year and the amount. Click **"Confirm and pay for membership"**.



Step 11

The **"Finances"** page opens. Pay the membership order there. Once it is paid, your club is a member for that year.

