How To: Tell Beacon about a Renewal.

General

Renewals should come to you with a cheque and the Membership Renewal letter or email printed by the member, who may have made different tick box selections from those on his/her Member Record.

Please check that the enclosed cheque is for the correct value.

Selecting the member to renew.

Select **Membership renewals** on the Home Page.

A list is displayed of members from the last membership year who have not renewed this year.

Above the list of renewals, select the **Account** (='Current') to be credited with the money received and the **Payment Method** (='Cheque').

Then, for each member to be renewed**:**

- Locate the member in the list and check that their address and other details are still correct (including, and importantly, the email address and polls). If that is not the case, click on their name while holding down the **Ctrl** key to display (in a separate tab) their Member Record. Make the changes required and save and close the Member Record. The information in the renewals list (still open in its own tab) will be updated automatically.
- If the member has a partner at the same address, both may be renewed together. To do this, tick the checkbox in the **Incl Partner** column when both names will be grouped together and the expected renewal fee will be adjusted. For these joint members, ensure that you click the name of the one who is marked as a GiftAid donator (they may both be – in which case click either).
- Enter the amount received in the **Received** column.
- Tick the checkbox in the **Select** column for the member.

When you have processed a number of renewals (it is recommended not to do too large a batch at a time in case an error occurs), select '**Renew selected members'** from the drop-down list and press <**Do with selected>** at the bottom of the list.

As our payment method is cheque, a confirmation page will be displayed of the renewals made. Here you should enter a **Cheque No** for each renewal. Press <**Update>** to save this.

Note that members renewing electronically need no action from you at this stage but see also 'How to Print and send membership cards'.