## How to bulk renew existing memberships

To bulk renew existing memberships you can follow the four steps outlined below.

**Step 1:** Go to ClubHub (British Rowing's club and membership management system) and login here britishrowing.justgo.com/ using your individual username and password.

Please note, there is no shared club login, your online permission links to your own account, not the club's profile. *Access to your club and member's details is restricted to those in the Secretary, Membership Secretary, Treasurer, and ClubHub Admin roles.*

**Step 2:** Once you have logged in, click (≡) MENU, scroll down to your My Club area and click the Members tile.
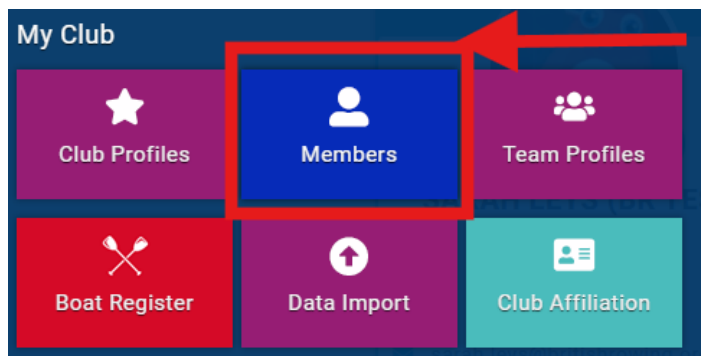


If you can't see the 'My Club' area on your screen you may not have permission to access this part of the system. If you are new to your role and do not have access to ClubHub contact us so we can help.

**Step 3:** Under Members click on the settings icon (⚙) and click 'Bulk Renew' from the options.
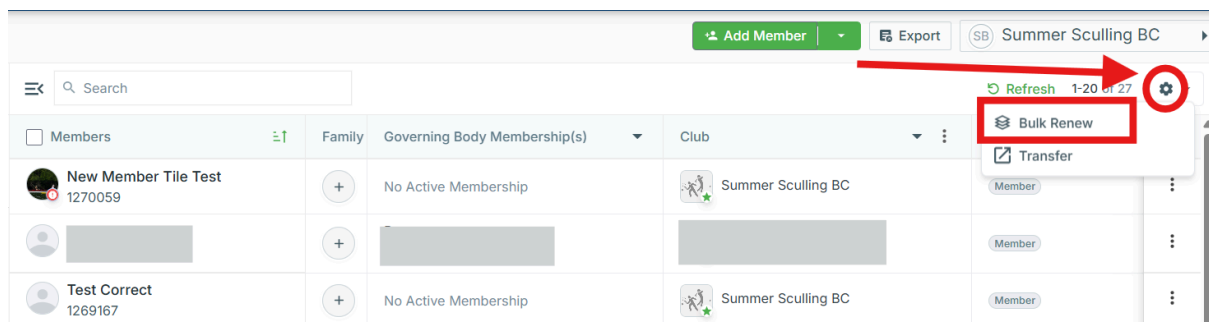
Under Bulk Renew, select 'Summary by Membership' and you will see all of your memberships and those available to renew will have a tick by them, as shown below.



To renew these memberships you can either click the 'Select All' button, or click on those you wish to renew individually.

*If a member wants to have a new profile photo then this will need to be updated by the individual through their online account. At this stage photos need to be uploaded via each individual's account, this cannot be done in bulk.*
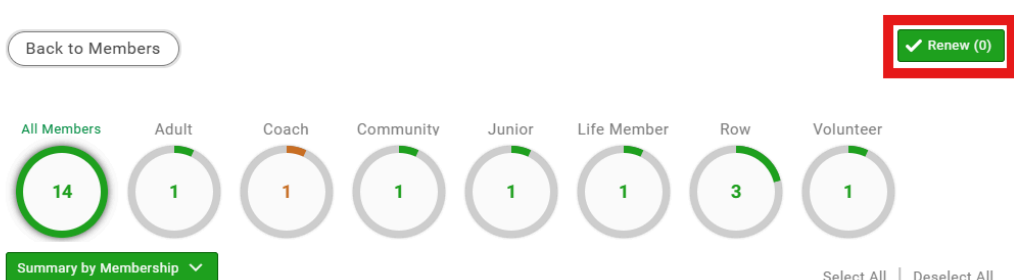


You can then select 'Renew' in the top right hand side which after clicking will show a pop up saying 'Cart Updated'. You can then click on 'Yes, pay now' to continue to step 4 to go through the payment process.

**Step 4:** Paying options for memberships

Once all of the memberships have been created you will not need to pay for these individually, all the memberships will be added to your 'ITEM SUMMARY', which is shown on the next page.

There are three different ways to pay 'Request Invoice'; 'Pay via Bank' or 'Pay with Card' for your memberships, as outlined below. These are all standard processes for payment.
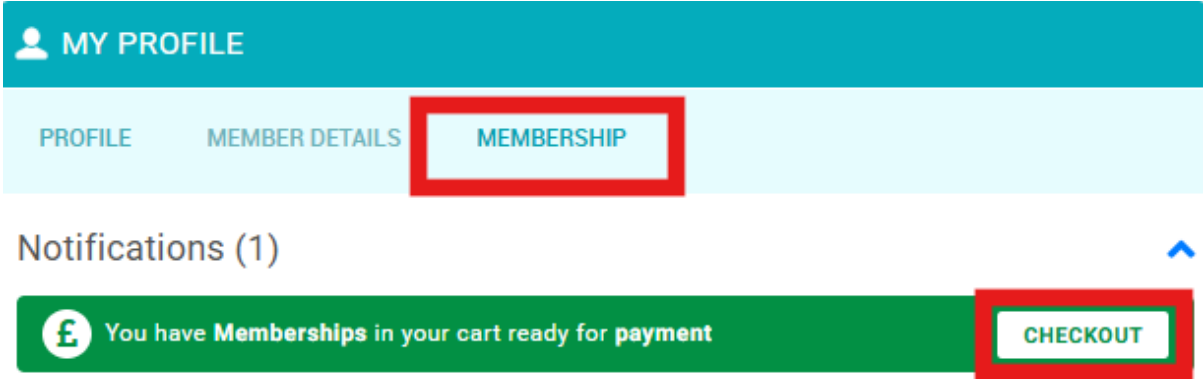


*If you wish to delay paying for one of the memberships in this transaction you can click 'Save for Later'. If you want to remove any of the memberships then select 'Remove'. In either of these scenarios there will not be an active membership for these individuals until payment is completed.*

Once you have paid for the memberships then they will be able to access all of the relevant benefits, including entry into British Rowing affiliated competitions.

If you didn't finalise all of the memberships then you will be notified through your account under 'Membership' that there are memberships ready for payment. You can then select 'CHECKOUT' to go back to the payment process.



Alternatively you can access the 'Cart' tile in Member Area under the (≡) MENU button. To see a history of payments made for your club, you can click on the 'Payment History' tile under the same (≡) MENU button which will show every transaction.

If you have any questions please don't hesitate to contact us on membership@britishrowing.org