

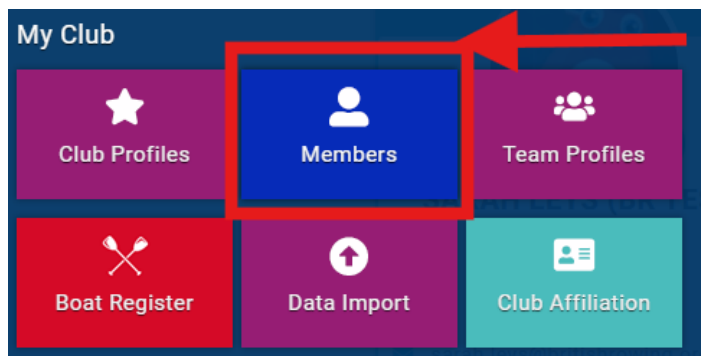
## How to bulk renew existing memberships

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/](https://britishrowing.justgo.com/) using your individual username and password.

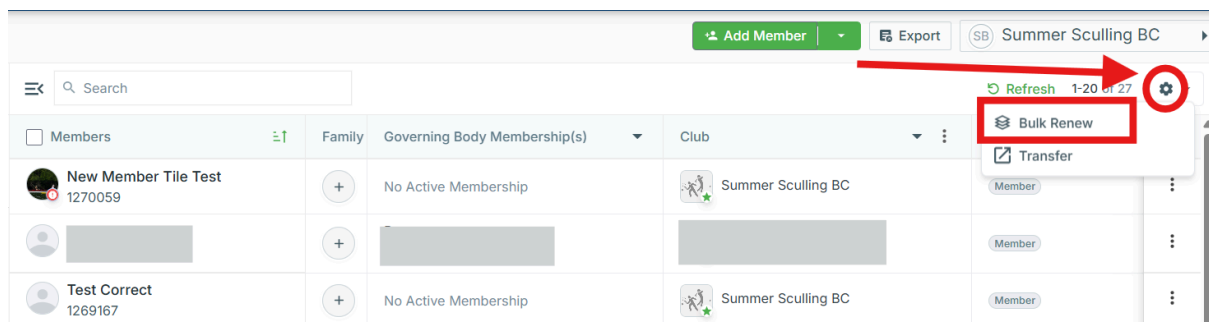
Please note, there is no shared club login, your online permission links to your own account, not the club's profile. *Access to your club and member's details is restricted to those in the Secretary, Membership Secretary, Treasurer, and ClubHub Admin roles.*

**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.

Summary by Club Membership ▼

Summary by Membership

Summary by Club Membership

Summary by Renewal Status







Summary by Club Renewal Status

Summary by Member Role

Summary By Club Member Status

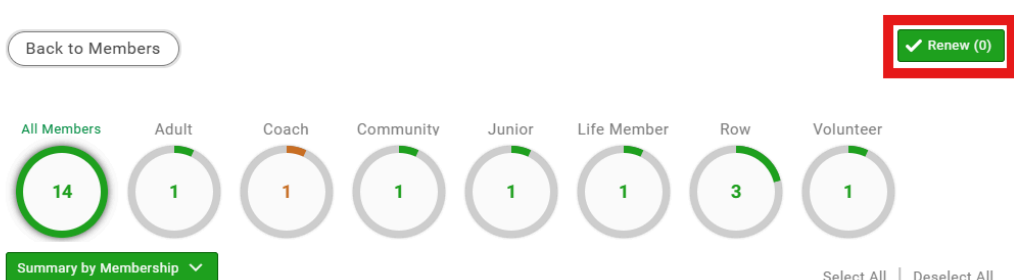
Select All

Deselect All

Email	Primary Club	Membership	Renewal
	Yes	Silver Expired: 31/08/2018	This membership cannot be renewed at this time.
	Yes	Gold Expired: 28/02/2018	This membership is not enabled for bulk renew.
	Yes	No Membership	This member has no membership so cannot be bulk renewed.
 	No	Silver Expired: 30/09/2018	This membership cannot be renewed at this time.
 	No	Row Expires: 31/12/2018	This membership cannot be renewed at this time.
 	No	Row Expires: 31/12/2018	<input checked="" type="checkbox"/>

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.

 Checkout & Payment

1 Order Review

2 Confirm Payment

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





Order Summary

Total items	1
Item saved for later	0
Net Total	£40.00
Total (GBP)	£40.00


Request Invoice

Set Direct Debit

Pay with Card

Remove All

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 <div> <div>Junior (New Member Tile Test)</div> <div>British Rowing</div> <p>As a British Rowing RACE member, you'll receive a Race Licence for a year, allowing you to compete in hundreds of British Rowing affiliated competitions nationwide. You'll have online access to your own RACE profile, allowing you to review your Personal Ranking Index and your racing history. Note that Race - Junior membership is only available to those currently a Junior rower as defined by the Rules of Racing.</p> <div> <div>Save for Later</div> <div>Remove</div> </div> </div>	1	£40.00	£0.00	£40.00

Love Rowing Donation

Love Rowing raises funds to open up the sport to new and diverse communities. Your donation will go a long way to support our wonderful sport, ensuring everyone has the opportunity to row. You can donate any amount you want, it will be added to the order summary below and go directly to the Love Rowing bank account.

£: 0.00

Add Donation

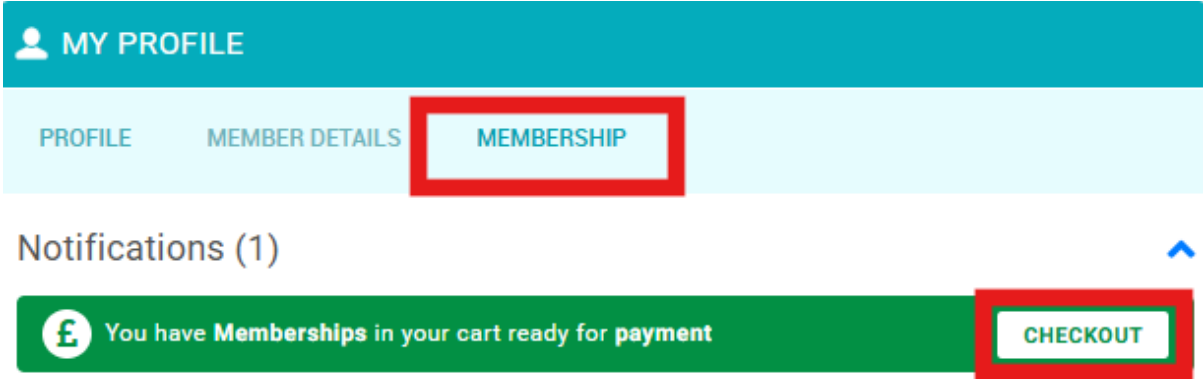
ITEMS SAVED FOR LATER (0)

Hide saved items ☐

*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.



**MY PROFILE**

PROFILE MEMBER DETAILS **MEMBERSHIP**

Notifications (1) 

 You have **Memberships** in your cart ready for payment **CHECKOUT**

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](mailto:membership@britishrowing.org)