Renewing your membership using the new MemberMojo system

Your ABMSAC membership runs for a calendar year, and about a fortnight before the end of the year, an email is sent from **noreply@membermojo.co.uk**, inviting you to renew your membership.

Making sure you can receive the renewal email

As some email systems regard email from automated systems as spam, it is important to check your spam or equivalent folder regularly for the renewal notice.

Alternatively, as most email systems also allow rules to be set up, you can set up a rule so that mail from our membership database (MemberMojo) is always directed to your inbox.

Role (applied in the order shours)	Antinan	1
membermojo.co.uk		88
the description (click an underlined value to edit): Apply this rule after the message arrives from mentproposaul move it to the integration folder and stop processing more rules		

Click on the blue link to start the renewal process

Dear	
Your membership with ABMSAC is due for renewal before Mon 13 Jan 2020 and can now be renewed.	
Your subscription for the forthcoming year is: £	
Please Sign In to confirm your details and renew your membership. You will not require a password.	
Regards Click on this link to start the	
Ed Bramley renewal process	
ABMSAC Membership Secretary	
Confirm your details and renew your membership.	

Sign in with your email address

Please sign in to renew your membe	rship.	
Sign In to Association	n of British Members of the Swiss Alpine	Club at membermojo
	You do not need a password to Sign In.	
Enter your	nembership email address so we can send some simple	instructions.
	* email	
	Sign In with email	on this option
⊠ Membership Enquiries	😡 abmsac.org.uk	Powered by membermoji

The system then sends you a link, to verify who you are

Sign In to Association of British Members of the Swiss Alpine Club at memberm	ojo			
Association of British Members of the Swiss Alpine Club <noreply@membermoio.co.uk></noreply@membermoio.co.uk>		(Reply All	→ Forward	
AO To DECLASSIONS			Tue 24/12/201	19 14:53
Your email address, was used to request a Sign In email to Association of British Memb	ers of the Swis	s Alpine Club a	t membermojo.	
White was a solid base to Class to				
ir this was you, <u>click here to Sign in</u> .				
Or, copy and paste the following line into your browser's address bar.				
https://membermojo.co.uk/abmsac/loken?k=2ghHLd640UJZNr1s1I66cbRvd5xzandN&t=e				
This link can only be used once and is valid for 2 hours.				
If this was not you, you can safely ignore this email.				

Once you click on the link, which lasts for two hours, you are taken into the membermojo system to start your renewal.

Within the MemberMojo system, you can set up a password, so that you do not have to use the sign-in and verification process each time. To make this function however, your browser contents should not be set to clear at the end of each session.

Checking your details and confirming your renewal

The system then shows you your current details, as held on the system. If your details have changed (e.g. contact numbers), this is the place to update your information.

You should then go to the bottom of the screen and click the confirmation box that you are renewing your membership.



Category of membership confirmation

The system will then confirm the category of membership you are renewing.

Click the checkout button to move to payment options.

Payment				
Membership renewal:				£
			Total:	£
Back	(Click this button	Chec	kout
			Can	icel

Indicating your method of payment

At present, payment of your subscription is either by BACS or cheque.

Further on-lie options may be added in future.

Pay with BACS or Cheque	. To confirm your intended navment
BACS	method, click this button
Cheque	S
BACS should be paid to sort code: 30-99-98, a	ccount: 00823845, and referenced with your name and initials.
Cheques should be payable to ABMSAC, and s LS28 5SY	ent to: ABMSAC Membership Secretary, 40 Clover Court, Calverley, West Yorkshire
Payment instructions will be also be sent to yo	bu by email.

Note:

This only *indicates* your method of payment, and shows you as *pending payment* on our membership database.

You will still either need to send in your cheque or make the bank transfer.

Once you have done that, and we have confirmed receipt, you will receive a confirmation email, and are shown on the system as *completed payment*.

Follow each of these steps correctly, and you will have renewed your membership for the current year!