

# Renewing Memberships

*This page generously contributed by the Townsville Toy Library committee.*

## Membership Renewal

Once a membership is within 4 weeks of expiry an alert will be shown at the top of the borrow/return screen (the alert will be orange if it hasn't expired but will in less than 4 weeks, it will be red if the membership has expired). This alert is also shown to the member at their login level, but will not have the renew membership form.

If a member wishes to renew before the 4 weeks, it can be done through their Membership history link - the renew membership form is always available there.

### 2769: Zachary Quack

<div>Loan a toy/show current loans (0)</div> <div>Bond</div> <div>Automatic emails</div> <div>Children</div> <div>Click and collect</div> <div>Holds (0)</div> <div>Login history</div> <div>Profile</div> <div>Previous loans (0)</div> <div>Reservations (0)</div> <div>Membership card (PDF)</div> <div>Membership history</div> <div>Missing pieces</div> <div>Transaction history</div> <div>Username / password</div> <div>Volunteer history</div>	<div>Member Kind: Standard</div> <div>Expiry Date: Tue, 1 Mar 2022</div> <div>Membership about to expire! (on Tue, 1 Mar 2022)</div> <div>This is in 1 week, 6 days time.</div> <table><thead><tr><th colspan="2">Member type</th></tr><tr><th colspan="2">If necessary, add new member kind in new tab</th></tr></thead><tbody><tr><td>Standard</td><td>▼</td></tr><tr><td>Date start</td><td>2022-03-01</td></tr><tr><td>Date end</td><td>2023-03-01</td></tr><tr><td colspan="2">Renew membership</td></tr></tbody></table>	Member type		If necessary, add new member kind in new tab		Standard	▼	Date start	2022-03-01	Date end	2023-03-01	Renew membership		<div>No children listed</div> <div>0 distinct current missing pieces</div> <div>Private member notes (0)</div> <div>This message was added later</div>
Member type														
If necessary, add new member kind in new tab														
Standard	▼													
Date start	2022-03-01													
Date end	2023-03-01													
Renew membership														

## To renew a member's membership

1. In Member Type, choose the correct membership level.
2. The start and end date are pre-populated according to the Member's current Member type (also known as **Member kind**). If the member is changing types, you may need to correct the end date ie if this member decides to change to a 6 month membership, the end date would need to be corrected to 2022-09-01.

3. Click Renew Membership. If the member has not completed the required volunteer commitments for their Member kind, you will be asked to confirm. Note: if you experience any lag or issues on this form, do not refresh or repeatedly click the button - each click sends through the command to create a new membership history, and you may accidentally give your member 5 copies of the same membership! Report any issues to [admin@setls.com.au](mailto:admin@setls.com.au)

sampletoylibrary.setls.com.au says

Please note, this member has not completed all of their volunteering duties for their last membership period: they were a red volunteer.

OK Cancel

Member Kind: Standard  
Expiry Date: Tue, 1 Mar 2022

Membership about to expire! (on Tue, 1 Mar 2022)  
This is in 1 week, 6 days time.

Member type  
If necessary, add new member kind in new tab  
Standard

Date start  
2022-03-01

Date end  
2023-03-01

Renew membership

Loan a Toy

Loan toy

No toys on loan (5 may be borrowed.)  
No toys currently on reserve

No children listed  
0 distinct current missing pieces  
Private member notes (0)  
This message was added later  
Update alerts  
Delete alerts  
Volunteer history  
membership expires in 1 week, 5 days  
Nominated (0 since last renewal)

4. A [new membership history](#) will be created with the new date start and date end, the members account will be updated, and the fee from the member kind will be charged to the account.

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