

# 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.

# 3061: Zachary Quack

Membership Type: 2 Week Casual

Exp: Fri, 20 Jun 2025

Balance: \$0.00

Create Transaction

Membership about to expire! (on Fri, 20 Jun 2025)

This is in 1 week time.

Renew membership

Membership Type

2 Week Casual

Renew membership

Loan a Toy

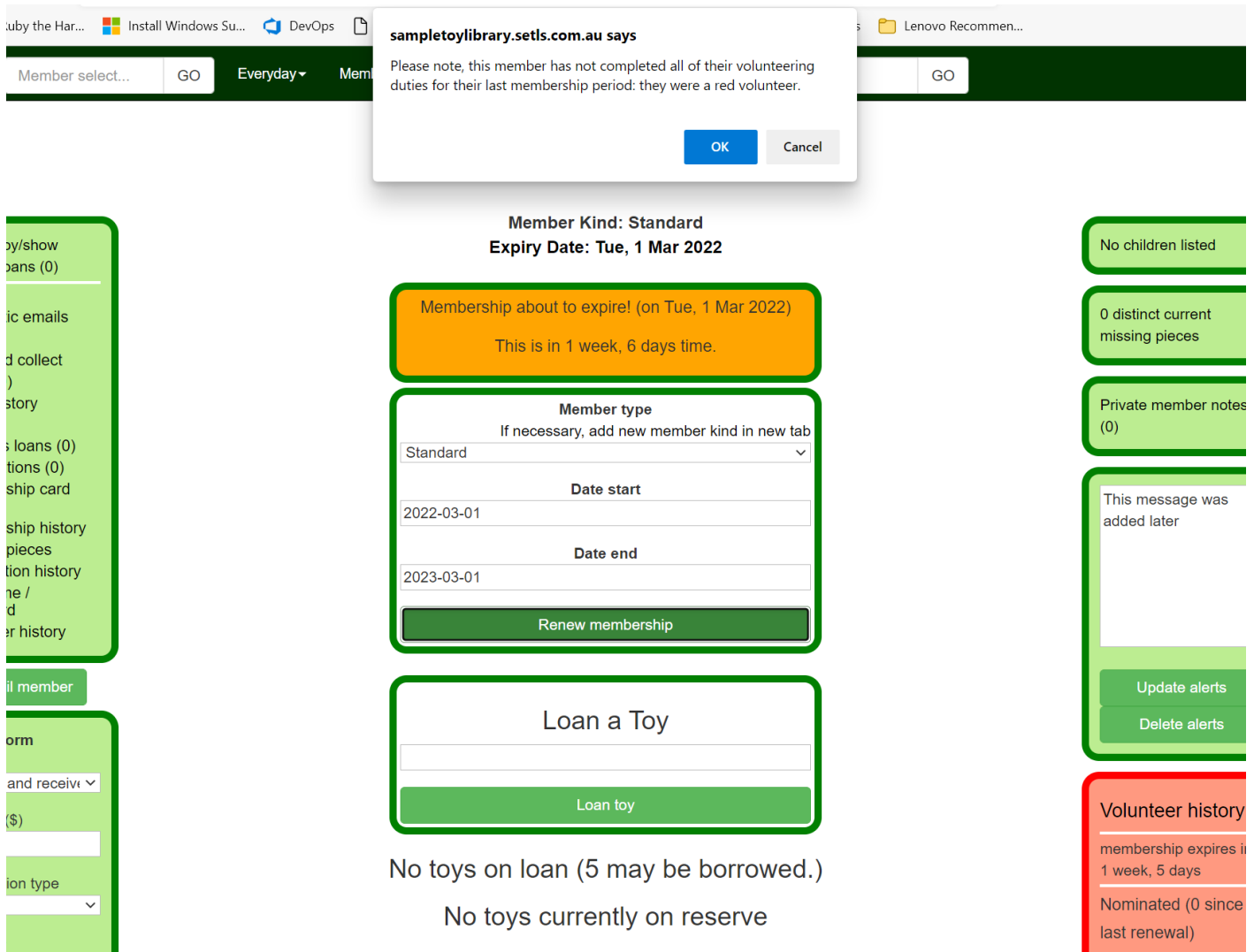
Loan toy

No toys on loan (5 may be borrowed.)

No toys currently on reserve

## To renew a member's membership

1. In Member Type, choose the correct membership level.
2. Click Renew Membership. If the member has not completed the required volunteer commitments for their Member type, 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)



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.

Revision #3

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