

# 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

**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	▼
<b>Date start</b>	2022-03-01
<b>Date end</b>	2023-03-01

[Renew membership](#)

Loan a toy/show current loans (0)  
Bond  
Automatic emails  
Children  
Click and collect  
Holds (0)  
Login history  
Profile  
Previous loans (0)  
Reservations (0)  
Membership card (PDF)  
Membership history  
Missing pieces  
Transaction history  
Username / password  
Volunteer history

No children listed

0 distinct current missing pieces

Private member notes (0)

This message was added later

## 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

The screenshot shows a web application interface for a library membership system. At the top, there is a navigation bar with a search field and a 'GO' button. Below the navigation bar, a modal dialog box is open, displaying a warning message: "Please note, this member has not completed all of their volunteering duties for their last membership period: they were a red volunteer." The dialog has "OK" and "Cancel" buttons. Below the dialog, the main content area displays the member's details: "Member Kind: Standard" and "Expiry Date: Tue, 1 Mar 2022". There is a yellow warning box that says "Membership about to expire! (on Tue, 1 Mar 2022) This is in 1 week, 6 days time." Below this, there is a form for "Member type" with a dropdown menu set to "Standard", and fields for "Date start" (2022-03-01) and "Date end" (2023-03-01). A "Renew membership" button is visible. Below the form, there is a "Loan a Toy" section with a "Loan toy" button. The interface also includes a sidebar on the left with navigation options, a right-hand sidebar with various status indicators like "No children listed", "0 distinct current missing pieces", "Private member notes (0)", "This message was added later", "Update alerts", "Delete alerts", and "Volunteer history".

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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