

# 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

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

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

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](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.

Revision #2

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