

# Pre-setting a Membership Type for the next Membership Year

1

In the Subscriptions box of the members profile select 'Edit'



**Subscriptions**

Type Competitive Swimmer  
 Pay Method Cheque / Cash  
 Paid By

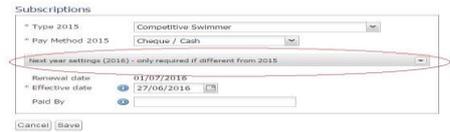
Description	Value
Club subscriptions	59.50
Region / National	105.50
Total subscriptions	165.00
Donation amount	
Grand Total	165.00

Subs due today 0.00  
 Total due 0.00  
 Discount 0.00  
 Discounted Amount

[Manual pay](#) [Pay Now](#) [Transactions](#) [Edit](#)  
[Send Payment Email](#)

2

Select the grey drop down box for next year's settings



Subscriptions

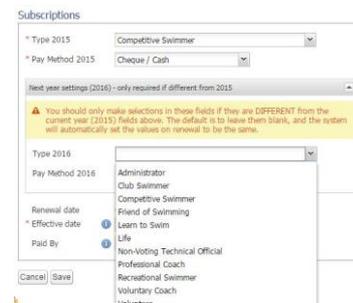
Type 2015 Competitive Swimmer  
 Pay Method 2015 Cheque / Cash

Next year settings (2016) - only required if different from 2015

Renewal date 01/07/2016  
 Effective date 27/06/2016  
 Paid By

[Cancel](#) [Save](#)

Select the new years Type your member intends to have (*\*you do not need to select a pay method*)



Subscriptions

Type 2015 Competitive Swimmer  
 Pay Method 2015 Cheque / Cash

Next year settings (2016) - only required if different from 2015

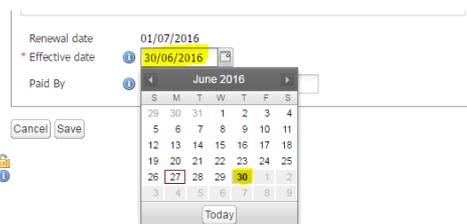
**You should only make selections in these fields if they are DIFFERENT from the current year (2015) fields above. The default is to leave them blank, and the system will automatically set the values on renewal to be the same.**

Type 2016  
 Administrator  
 Club Swimmer  
 Competitive Swimmer  
 Friend of Swimming  
 Learn to Swim  
 Life  
 Non-Voting Technical Official  
 Professional Coach  
 Recreational Swimmer  
 Voluntary Coach

[Cancel](#) [Save](#)

3

Ensure that you select the effective date as of 30/06 of the current year.



Renewal date 01/07/2016  
 Effective date 30/06/2016  
 Paid By

[Cancel](#) [Save](#)

June 2016

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

[Today](#)

Once you have selected the correct date save this setting and the membership type will automatically update on 01/07/2016.