**IHSMGA Membership – Annual Renewal**

Go to IHSMGA.org, Log in, Click on Administration, under Renewals click on Renewal Administration Page

1. About the end of the first week of November, provide Dave Ballard, Webmaster a list of all new members since Oct 1st who will be exempt from next year's dues and to populate column 1 “Ready to Notify [Status=A]” on the Renewal Administration Page with the Members List.
2. After the Membership List fully populates column 1, click once on “Send Next Set of Notices”. This will send renewal notices to the first about 40 names within minutes. After the about 40 names appear in column 2 “Notified [Status=B]”, click again on “Send Next Set of Notices” to send the next about 40 notices. Continue until the full membership list is moves to column 2 and all the renewal notices are sent. Note: Do not try to rush this mailing since it may take several minutes or it may restart sending the next 40 names automatically with your clicking again.
3. Email Dave Ballard, Webmaster that all the notices are sent. He will post a notice on the IHSMGA.org home page to further remind the members to renew and offer a $10 discount if renewed by December 31. They also need to be notified to check the NAS box on the renewal form if they want NAS membership renewal and to click on Save. As the members complete the renewal, their names will automatically move from column 2 to column 3, “Renewed [Status=Y]”.
4. Shortly after December 1, a second renewal notice should be sent to members that have not renewed. This is done by clicking on “Reset B to A” and after all the remaining names in column 2 have moved back column 1, click once on “Send Next Set of Notices”. After the first batch of names (about 40 names) moves from column 1 to column 2, click again on “Send Next Set of Notices” and repeat until all names are moved to column 2. Note as in step 2.
5. After about ¾ of the members or by December 10 have renewed, download, print, copy and SAVE the list of names in column 3 by clicking on Download Draft Not Billed CSV w/NAS on the Administration page under Renewals. This is just a draft copy for your reference if something goes wrong in the system.
6. On about December 10, click on “Download Renewals Not Billed Member List CSV and Update renewal status to Billed (“C”)”. Column 3“Renewed [Status=Y]” will move to column 4 “Sent to club billing [Status=C]”. This step cannot be reversed so do not click on it until 100% ready and a draft list has been copied and saved. Save and print a copy of the new downloaded list as a backup if something goes wrong.
7. Send a copy of the new list to Jamie Marquez at IHCC for billing with copy to Terry Tracy, SMGA Treasurer and Bob Dawson, Asst. Treasurer to validate we get paid plus Rich Valentine, SMGA President and Mitch Winick, NAS. An email copy will work.
8. On about Dec. 26, repeat step 4 as a last reminder notice.
9. Early January 1 repeat step 6 and 7 for the next or later group of renewed members.
10. After December 31 the renewal bill is $55 for SMGA and $20 for NAS. The renewal process is the same except that the SMGA renewal fee has to be manually changed to $55 and totaled on the spreadsheet before sending to IHCC billing, SMGA Treasurer and NAS. Renewing members can sign up to play SMGA golf after they renew and before you send the email to IHCC for billing.
11. IHCC typically sends out all the SMGA renewal bills starting in late January.
12. If notified that a member will not be renewing, click on the white and red figure to the right the members name in column 2. This will show as “Remove from list, move to rejected/non-renewal”. The name will move to the fifth column “Rejected/Non-Renewed”.
13. After Dec. 31 there typically about 20 remaining non-renewed names. You can send an email reminding them to renew if they want to play golf with the SMGA and NAS.
14. About March 1, remaining non-renewed names can be moved from column 2 to column 5 “Rejected/Non-Renewed”. Their names will be dropped from the member list so first make a copy of the Notified list in column 2 before moving the list to column 5. The copy of column 2 can be used to identify members trying to renew after March 1 so they can be charged $55. Only David Ballard, Webmaster, can move names from column 5 back to column 2. If they are renewing after a year absent, they are billed as regular new members at $45.
15. Renewing members adding NAS for the first time must also go to the NASMGA.com website then completing and submitting their application form. The $20 fee will be transferred by IHCC.
16. Members can add NAS after the list has been sent to IHCC for billing. You can do this on the Member List, click on the “little man with pencil” in the left column next to the members name, clicking on NAS and then clicking on Save. Then email Jamie Marquez with copy to BobDawson, Terry Tracy, and Rich Valentine of the new NAS member’s name, member number and the need for additional $20 billing.