

REVOLVING (12-Month) RENEWAL FOR SCGA MEMBERSHIP 2020

Many revolving 12-month clubs have most members who expire 12/31/2019.

The following steps are applicable whether SCGA membership expires 12/31/19 or on any date in 2020.

SCGA RENEWAL OVERVIEW

1. **GHP Online Club is NO LONGER used for SCGA Membership Renewal.**
2. All SCGA membership maintenance, whether renewal, inactivation, or reinstatement, occurs solely on the SCGA Admin Portal: membership.scga.org/wp-login.php
3. All SCGA clubs should be using the SCGA Admin Portal to view monthly bill statements as well as to add/inactivate members and update mailing and email addresses.

SCGA CLUB ADMIN USERS SHOULD KNOW

1. Members have a 60 day “renewal window”. This begins 60 days prior to subscription end dates.

ACCOUNT BALANCE **ROSTER** TRANSACTIONS PREPAY SETTINGS ADMINS SUBSCRIPTIONS AUTO-RENEWALS

Status: Active ▾ Subscription: View All ▾

This club is on a revolving calendar year. Unpaid golfers set to rollover will renew exactly 1 year after the date they join.

Name	GHIN #	Subscription	GHIN Status	Status	Payment St	Subscription End Date	Rollover
King, Matthew		SCGA Associate Member	Active	Active ⚙	Paid 🟢	12/06/19	OFF
Anderson, Shannon		Regular Membership	Active	Active ⚙	Paid 🟢	12/31/19	ON
Babcock, Michael		Regular Membership	Active	Active ⚙	Paid 🟢	12/31/19	OFF
Brugman, John		Regular Membership	Active	Active ⚙	Paid 🟢	12/31/19	OFF
Brugman, John		Regular Membership	Active	Active ⚙	Paid 🟢	12/31/19	OFF

Green flag will appear for a member who is within the 60 day renewal

2. Your members will receive an email 60, 30 & 7 days PRIOR to their membership (subscription) end date. Members of clubs that use the Commerce Portal will receive a link with directions to renew club membership online by credit card; this is the easiest and quickest way for a member to renew.

- All other members (non-Commerce Portal clubs), will be directed to contact the Club Official for payment of 2020 SCGA dues. (Club Contact under Settings tab)
- A single postcard will be sent by mail approximately 45 days prior to subscription end date if a member does not have an email address.
- In general, if a member does not take action to renew they will automatically expire and become inactive.

If a club wishes that the SCGA not send renewal notices this can be changed in the SCGA Admin Portal under "Settings":

ACCOUNT BALANCE ROSTER TRANSACTIONS PREPAID **SETTINGS**

Club contact name and phone are pulled from GHIN if fields are not filled in.

Fields marked with * are required.

Club Contact Name
Joe Smith

Club Contact Phone
555-555-5555

Club Contact Email *
joe.smith@noemail.com

Club Billing Contact Email *
joe.smith@gmial.com

Reset rollover setting to OFF after member is billed.

Send automated notices to our members during renewal window.

Allow Auto-Renewal?
 Yes

Save Changes

STEPS TO TAKE PRIOR TO THE YEAR END RENEWALS

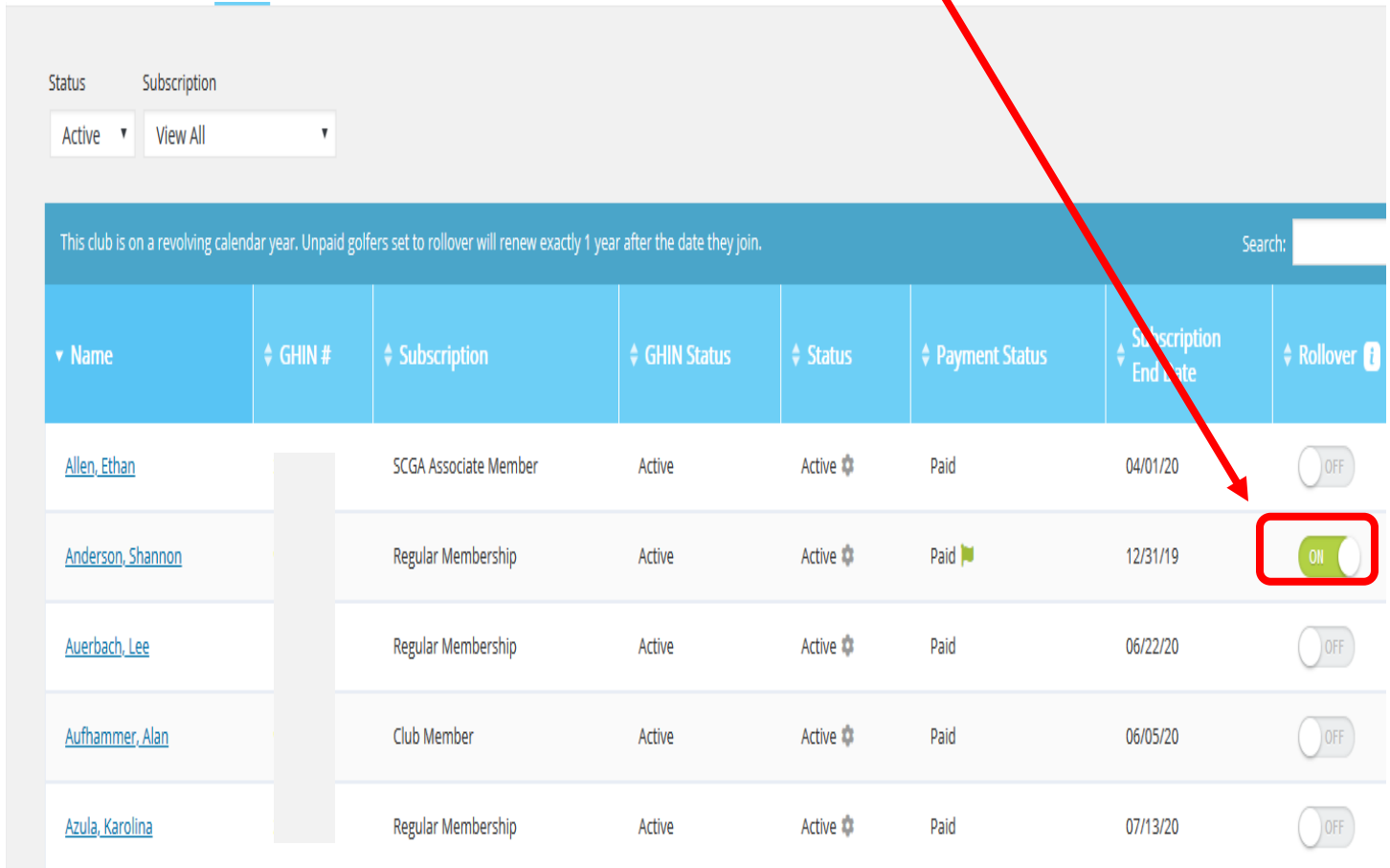
Review membership roster and note member's subscription (membership) end-date. (Sort this column by End-Date by clicking on the "Subscription End Date" header.)

This club is on a revolving calendar year. Unpaid golfers set to rollover will renew exactly 1 year after the date they join. Search:

Name	GHIN #	Subscription	GHIN Status	Status	Payment Status	Subscription End Date	Rollover
King, Matthew		SCGA Associate Member	Active	Active	Paid	12/06/19	<input type="checkbox"/> OFF
Anderson, Shannon		Regular Membership	Active	Active	Paid	12/31/19	<input checked="" type="checkbox"/> ON
Babcock, Michael		Regular Membership	Active	Active	Paid	12/31/19	<input type="checkbox"/> OFF
Brugman, John		Regular Membership	Active	Active	Paid	12/31/19	<input type="checkbox"/> OFF

MEMBER PAYS BY CASH OR CHECK TO CLUB

1. For members who pay the club directly (cash or check), set the ROLLOVER tab to ON prior to the subscription end date. Example: set renewing /expiring member's ROLLOVER to ON before 12/31/19 (for those who expire 12/31/19), and those members will have their membership automatically extended 12 months from the existing subscription end date. If the ROLLOVER is set to ON, members will not have any interruption to their SCGA membership/handicap. Setting the ROLLOVER to ON will also let the SCGA know not to send renewal notices to that member.



This club is on a revolving calendar year. Unpaid golfers set to rollover will renew exactly 1 year after the date they join. Search:

Name	GHIN #	Subscription	GHIN Status	Status	Payment Status	Subscription End Date	Rollover
Allen, Ethan		SCGA Associate Member	Active	Active ⚙️	Paid	04/01/20	OFF
Anderson, Shannon		Regular Membership	Active	Active ⚙️	Paid 🟢	12/31/19	ON
Auerbach, Lee		Regular Membership	Active	Active ⚙️	Paid	06/22/20	OFF
Aufhammer, Alan		Club Member	Active	Active ⚙️	Paid	06/05/20	OFF
Azula, Karolina		Regular Membership	Active	Active ⚙️	Paid	07/13/20	OFF

2. For members who do not renew with the club, ensure the ROLLOVER is OFF so membership automatically expires and becomes inactive one day after the subscription (membership) end date. (Example: A subscription end date of 12/31/19 will become inactive on 1/1/20 if the ROLLOVER tab is set to OFF.)
3. Use this same procedure throughout the year for members who have different subscription (membership) end dates.

MEMBER PAYS BY CREDIT CARD ONLINE

1. For members who pay via their club's SCGA operated Commerce Portal, the subscription will automatically advance 12-months. The Admin Portal will reflect these transactions and those individuals will appear on the bill statement under Appendix A, which identifies club credits from online transactions. (Club is not billed for members paying online.)

Reinforcing reminder: All SCGA membership maintenance, whether renewal, inactivation, or reinstatement, occurs solely on the SCGA Admin Portal: membership.scga.org/wp-login.php