

Associate Membership & financial end dates.

The question has been raised, how do I know if an Archer who joins my Club as an Associate Member (someone who's affiliation with AA is paid with another Club) is still financial with that Club or that they have renewed their primary membership with that Club ?

This is a relevant question as the Archers insurance coverage is included in the money paid to Archery Australia from their affiliation paid to their primary Club.

Therefore if they join another Club as an Associate Club Member then we need to have a way to record the expiry date of their primary Club membership and to verify that they have renewed with them. This is especially important now that we have moved to anniversary membership financial end dates.

The end dates of the two memberships can and most likely will be different.

So how do we keep track of this ?

The first step is for your club to create a custom field to give you somewhere to record the expiry date of their primary Clubs membership. Once this is done when you are adding this member to your club as an Associate Member you would add that expiry date to the system along with their other details.

Next when designing an export template for your membership lists you would include the custom field you created earlier in that export.

In this way when you print a membership list it will display both their expiry date for your Club membership as well as the expiry date of the membership with their primary Club to help you keep track of it.

When their primary Club membership is up for renewal you can either ask them to show their renewal receipt, their membership card or perform a network search on their name to ensure that they have renewed with the other Club. Then update the record in the custom field to show the new expiry date.

If you require any assistance with this then just ask the Archery Australia Systems Administrator to help set it up.