

Checklist prior to a Club going live re online

Memberships & Renewals

Via the link on the AA website

- Club bank account details form submitted to IMG.
- Credit Card administration charge absorption rate has been set.
- Club subscription types have had Club component added and total figure corrected.
- Club registration declarations have been entered into the system.
- State / RGB is ready and has set the absorption fee for themselves.
- Archery Australia has checked the subscriptions prior to turning on.
- Club subscription types have been turned on to live mode by AA.

Followup actions

- Log on and passwords have been issued to existing membership.