

Manage Membership Renewals

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MEMBERSHIP RENEWAL OVERVIEW

CiviMember works best for online renewals with a credit card. However, even though a Chapter's site is set up for online membership renewals, not all members take advantage of this functionality. As a result, back end work is required to record offline membership renewals for those members that are not comfortable going online or who register online but opt to send in a check.

For membership data entry, the following roles are suggested, but not required. The Treasurer or Assistant Treasurer receives the dues. It streamlines operations, if one of them enter membership renewals rather than creating a spreadsheet and passing it along to the VP Membership to enter. The VP Membership or Website Administrator can easily follow the data entry via **the Memberships Dashboard** and/or **Membership Reports**. The VP Membership or Website administrator should be responsible for data entry of Chapter Board Memberships; Chapter members who have National Board Memberships or who serve on National Board Committees; and Honorary Memberships as well as managing membership searches, contact records, groups, reports and mailings.

Virtually all memberships (with the exception of lifetime memberships) must be renewed on a yearly basis. To make this job easier, the profile **Custom Membership Details - Bulk Entry** allows updating multiple memberships at one time. On July 1 each year, memberships that have not been renewed for the new fiscal year are automatically assigned a membership status of **Grace**. This is in effect for three months. If the membership is not renewed within the three-month grace period, it will automatically change to **Expired** on September 30.

If Chapter memberships expire, then after September 30 any member with Expired Status will not be listed in the Chapter and National Membership Reports as well as the Memberships Dashboard. It is very important to keep memberships current for organizational reports, mailings and statistics.

If your Chapter does not have online membership renewal capability and would like it, please contact is.help@arcsfoundation.org

MEMBERSHIP RENEWALS WITH DUES PAYMENTS

At the appropriate time, the VP Membership sends out an email with information on how to renew memberships online for current and new members. Membership renewal timelines vary per Chapter. Typically, current member renewals begin sometime in January and new member renewals begin sometime between March and July. There are three possible scenarios for how a member can pay their dues.

SCENARIO 1 - ONLINE MEMBERSHIP RENEWAL WITH PAYMENT BY CREDIT CARD

If a member does their membership online and pays by credit card, the **Contributions** tab and **Memberships** tab on their **Contact Record** update automatically. The member automatically receives an email confirmation receipt and anyone who was cc'd and/or bcc'd, when the **Manage Contribution Page** was set up also receive one as well. The confirmation receipt also lists the member's **Profile** information as well as **Volunteer Interests and Skills**. No further work is needed by the Treasurer/Assistant Treasurer.

NOTE: For maximum efficiency, it is clearly worth training members to login and renew online by credit card to avoid data entry!!

SCENARIO 2 - ONLINE MEMBERSHIP RENEWAL WITH PAYMENT BY CHECK

If a member renews online but opts to pay by check instead of credit card, the **Contributions** tab on their contact record needs to be updated once dues are received. Since the Treasurer/Assistant Treasurer receives the dues, it is most efficient for them to update the current member's **Contributions** tab rather than the VP Membership. The member automatically receives an email confirmation receipt and anyone who was cc'd and/or bcc'd, when the **Manage Contribution Page** was set up, also receive one as well. However, unlike a membership renewal online paid by credit card, the **Memberships** tab does not update, if they pay by check. The following steps must be taken:

Step 1: Upon receipt of a member's dues, the Treasurer/Assistant Treasurer searches for the member's **Contact Record**. An easy way to find a member is to **Login**, select **CiviCRM** and use the search function located in the upper left hand side of the screen.

Step 2: Select the member's **Contributions** tab on their **Contact Record**. If the member did their membership online but opted to pay by check, there will be a recent **Member Dues** entry with a **Contribution Status** as **Pending (Pay Later)**. See screenshot below. Scroll to this entry. If there is not a **Member Dues** entry, proceed to [Scenario 3](#) below.

Mrs. Diane Might

Actions Edit Delete Contact

Summary Contributions 56 Pledges 0 Memberships 2 Events 41 Activities 5907 Awards 0 Relationships 7 Groups 3 Notes 4 Tags 1 Change Log 913

Click [Record Contribution](#) to record a new contribution received from this contact. Click [Submit Credit Card Contribution](#) to process a new contribution on behalf of the contributor using their credit card.

Record Contribution (Check, Cash, EFT ...) Submit Credit Card Contribution

Current Year-to-Date – \$ 13,680.00 # Completed Contributions – 9 Avg Amount – \$ 1,520.00
 Total – \$ 58,946.50 # Completed – 47 Avg – \$ 1,254.18 Median – \$ 500.00 Mode – \$ 500.00

Next > Last >> Contribution 1 - 50 of 56 Page 1 of 2

Click arrow to view payment details.

Amount	Type	Source	Received	Thank-you Sent	Status	Premium
\$ 150.00	Member Dues	Online Contribution: PHOENIX MEMBERSHIP PAYMENT AND RENEWAL	June 1st, 2018 9:37 AM		Pending (Pay Later)	
\$ 100.00	Event Fee	2018 ARCS Foundation Phoenix Annual May Meeting and Luncheon : Offline registration (by Mrs. Diane Might)	April 19th, 2018 1:20 PM		Completed	

Step 3: Select **Edit**, change the the **Contribution Status** to **Completed**, and record the check number under **Payment Details**. Do **not** send a confirmation receipt as they already received one, when they did their online membership. **Be sure to SAVE!!!!**

Note: Once the **Contribution Status** changed from **Pending** to **Completed**, the **Memberships** tab on the contact record automatically updates the **End Date** by one membership period. No further work needs to be done by the Treasurer/Assistant Treasurer.

SCENARIO 3 – OFFLINE MEMBERSHIP RENEWAL WITH PAYMENT BY CHECK

If a member does not renew online and only sends in a check, the Treasurer/Assistant Treasurer renews the membership under the **Memberships** tab on the member’s **Contact Record**. The following steps must be taken:

Step 1: Upon receipt of the member’s dues, the Treasurer/Assistant Treasurer searches for the member. The easiest way to do this is to **Login** select **CiviCRM** and use the search function in the upper left hand side of the screen.

Step 2: Select the **Contributions** tab first to make sure the member did not do an online renewal. If there is not a current **Member Dues** online entry, proceed as follows:

Step 3: Select the **Memberships** tab. Scroll to the current membership and select **more**. See screenshot below. If they are a new member, who has not renewed online, their **Active** membership needs to be added. See [Add New Membership](#) below.

Home » CiviCRM » CiviCRM

Mrs. Kathy Klecan

Actions ▾ Edit Delete Contact < Previous

Summary Contributions 5 Pledges 0 **Memberships 1** Events 7 Activities 189 Awards 0 Relationships 1 Groups 1 Notes 0 Tags 0 Change Log 33

Click [Add Membership](#) to record a new membership. Click [Submit Credit Card Membership](#) to process a Membership on behalf of the member using their credit card.

+ Add Membership + Submit Credit Card Membership

Active Memberships

Membership	Member Since	Start Date	End Date	Status	Source	Auto-renew	Related	
Active Member (Phoenix)	July 1st, 2016	July 1st, 2016	June 30th, 2017	Grace	Active Member Membership: Offline signup (by Mrs. Pat Elder)		N/A	View Edit more ▶

Step 4: Select Renew

Mrs. Kathy Klecan

Actions ▾ Edit Delete Contact

Summary Contributions 5 Pledges 0 **Memberships 1** Events 7 Activities 192 Awards 0 Relationships 1 Groups 1 Notes 0 Tags 0 Change Log 33

Click [Add Membership](#) to record a new membership. Click [Submit Credit Card Membership](#) to process a Membership on behalf of the member using their credit card.

+ Add Membership + Submit Credit Card Membership

Active Memberships

Membership	Member Since	Start Date	End Date	Status	Source	Auto-renew	Related	
Active Member (Phoenix)	July 1st, 2016	July 1st, 2016	June 30th, 2017	Grace	Active Member Membership: Offline signup (by Mrs. Pat Elder)		N/A	View Edit more ▶

Renew

Step 5: A renewal page appears. See screenshot below. Check **Record Renewal Payment**. Scroll to the **Renewal Payment and Receipt** section and enter the check number.

Renew Membership

Membership Organization and Type: ARCS Foundation - Phoenix Chapter - Active Member (Phoenix) [change membership type](#)

Membership Status: Grace
Status of this membership.

Membership End Date: June 30th, 2017

Date Renewal Entered: 07/12/2017 *

Record Renewal Payment? Check this box to enter payment information. You will also be able to generate a customized receipt.

Renewal Payment and Receipt

Renewal extends membership end date by one membership period [change](#)

Record Payment from a Different Contact? ?

Financial Type: Member Dues
Select the appropriate financial type for this payment.

Amount: 150.00
Membership payment amount. A contribution record will be created for this amount.

Received: 07/12/2017 * Time: 08:16AM *

Paid By*: Check ?

Check Number: TEST

Transaction ID:

Payment Status: Completed

Send Confirmation and Receipt? Automatically email a membership confirmation and receipt to kklecan@gmail.com?

Step 6: Select **Send Confirmation and Receipt**, since a member renewing offline, has not yet received a confirmation receipt. If needed, you can include a personalized message but it is not required. **Be sure to select Renew.**

Send Confirmation and Receipt? Automatically email a membership confirmation and receipt to kklecan@gmail.com?

Receipt From: "ARCS Foundation, Phoenix" <phoenix@arcsfoundation.org>

Renewal Message: Enter a message you want included at the beginning of the emailed receipt. EXAMPLE: 'Thanks for supporting our organization with your membership.'

Below is a screenshot of what the the offline membership confirmation receipt looks like. If a personalized message is included, it would be located where the **TEST SPECIAL MESSAGE** appears. The offline receipt is a different receipt than the online renewal confirmation receipt, which was set up under the **Manage Contribution Page**.

ARCS Foundation, Phoenix Today at 3:33 PM

To: Diane Might

Membership Confirmation and Receipt

TEST SPECIAL MESSAGE

Please print this receipt for your records.

Membership Information	
Membership Type	Associate Member (Phoenix)
Membership Start Date	June 2nd, 2018
Membership End Date	July 1st, 2019
Membership Fee	
Financial Type	Member Dues
Amount	\$ 150.00
Received Date	June 2nd, 2018
Paid By	Check

ADD NEW MEMBERSHIP WITH DUES PAYMENNT

If a new member does not renew online, they need to have their membership added, so they appear on the **Memberships Dashboard** and select **Reports**. When a membership type is added, it auto-populates as **New**. Obtain a list of the new Chapter members. There are two ways to add a new membership to a contact record: **CiviCRM > Memberships > New Membership** or through the member’s **Contact Record**. The latter is shown below:

Step 1: Search and find the new member’s **Contact Record**.

Step 2: Select **Memberships tab > Add Membership** or **Submit Credit Card Membership**.

Step 3: Select the **Membership Organization** as **ARCS Foundation – Phoenix Chapter**. And the **Membership Type** as **Active** or whatever the Chapter convention for new members is.

Step 4: The **Member Since** date populates the day the renewal is made. Enter the same date for the **Start Date**. Neither can be in the future and need to be changed after July 1 to the beginning of the fiscal year. Enter the **End Date** as the end of the upcoming fiscal year. If a new member

pays for more than one year, this can be designated under **Number of Terms**. The membership payment information populates automatically based on the **Membership Type** selected.

Step 5: Select **Send Confirmation and Receipt**. If needed, include a personalized message welcoming the new member, but it is not required. **Be sure to select Renew.**

EMAIL REMINDER TO MEMBERS WHO HAVEN'T PAID DUES

Here's a quick way to remind members who haven't paid dues both near the renewal date and/or after the renewal date. Have a reminder text prepared that you can copy and paste into the email body. **A note of caution: Always confirm first with the Treasurer/Assistant Treasurer that these members' dues are not paid before sending a reminder.**

Step 1: **CiviCRM > Memberships > Dashboard** and scroll to the membership type that you want to send an email reminder to i.e. Active.

Step 2: Select **Blue Number in the end column**

Step 3: Sort by End Date - The members who have not paid their dues will not have the upcoming fiscal year end dates. A note of caution: Always confirm first with the treasurer that these members' dues are not paid before sending a reminder.

Step 4: Check **box in front of members who have not yet paid their dues**

Step 5: Select **Actions**

Step 6: Select **Email – send now (to 50 or less)**

Step 7: Fill in the subject

Step 8: Create the email text or Click on the area you want to paste text. Click on the paste box, paste, and select OK. Edit as needed.

Step 9: It is best to double check the routing list and select **Send Email**

MEMBERSHIP RENEWALS WITH NO DUES PAYMENTS – CHAPTER BOARD, NATIONAL BOARD AND HONORARY MEMBERS

When no membership dues are involved, it is relatively easy to renew returning **Chapter Board**, **National Board** and **Honorary** members. These memberships are in addition to the Chapter memberships that require dues payments (i.e. **Active** and **Associate**) and default to a duration of one year. It is important to make sure all Chapter Board, National Board, and Honorary members have their memberships added to their **Contact Record** each year, so they are reflected in the Chapter **Memberships Dashboard** and select **Reports**. Generally, the new Chapter Board, National Board, and Honorary Member lists are available by early May for data entry by either the VP Membership or the Website Administrator.

METHOD #1 - BOARD/HONORARY MEMBERSHIP RENEWALS VIA BULK ENTRY

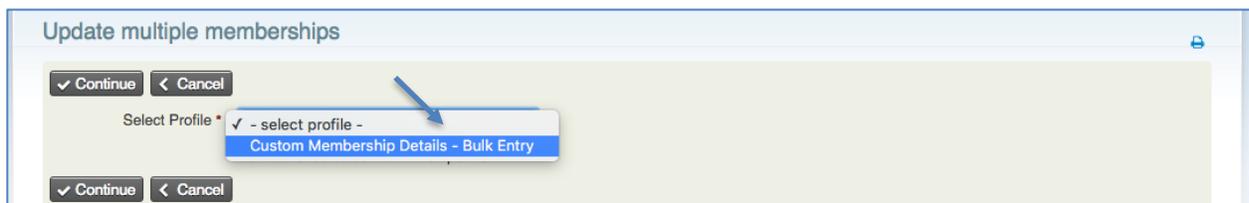
A quick way to update Chapter Board, National, and Honorary Membership end dates is via bulk entry where multiple participants can be renewed at one time. Below is an example for Chapter Board

members. The same steps can be used for the National Board and Honorary Memberships, although **Method # 2** below may be more convenient, since they have just a few members.

Step 1: Suppose you want to update the **End Date** of the Chapter Board Members who are returning to the Board but don't want to have to go into each **Contact Record**. Obtain a list of all members returning to the Chapter Board. Select **Memberships > Dashboard** and scroll to the **Chapter Board Member** row. Select the blue number at the end of the column. Alphabetize by clicking on the arrows in front of the column heading **Name**. Check the boxes of members returning to the Chapter Board. Another option, if only a few members are going off the Chapter Board, is to have a list of those going off the Board. Check the box to the far left in the column heading to select all. Uncheck the boxes of those going off the Chapter Board.



Step 2: Select the **Actions** dropdown menu > **Update multiple memberships > Custom Membership Details – Bulk Entry**. See blue arrow below.



Step 3: The members listed should be all the members returning to the Chapter Board. Go to the column heading **Membership Expiration Date** and on the first name only put in the new **End Date** for these returning members. Click on the icon at the top of the heading and all dates in that column will change to the new **End Date**. This just saved going into all those contact records to renew Chapter Board memberships.



Step 4: NOTE: Extreme care must be used when clicking on the icon, as all data will be changed on each contact record in that column. Before selecting Update Memberships in the upper right or lower left corner, make sure the updates are correct. If not, either correct or Cancel.

Step 5: Select **Update Memberships** in the lower left or upper right corner. Select **Done** on the next page that appears. Check the **Memberships Dashboard** to make sure the updates are correct.



METHOD #2 BOARD/HONORARY MEMBERSHIP RENEWALS VIA DASHBOARD

Instead of doing a bulk entry, the **Memberships Dashboard** is sometimes more convenient to renew National Board or Honorary members, since there are often only a few that need to be renewed. Obtain a list of any Board or Honorary members who are **not** returning.

Step 1: Go to the **Memberships Dashboard** and select **Renew** at the end of the row for each member that will be returning to the Board.

Step 2: Do not **Record Membership** or **Send Confirmation and Receipt**, as there are no dues involved and a receipt will just confuse the member.

Step 3: Select **Renew** at the bottom of the page and the **Membership Dashboard** re-appears so other returning members can be renewed.

Step 4: Repeat the process for other member renewals.

ADD NEW BOARD AND/OR HONORARY MEMBERSHIPS

New Board and Honorary members need to have their Memberships added so they appear on the **Memberships Dashboard** and select **Reports**. When a Board or Honorary membership type is added, it auto-populates as **New**. Obtain a list of new Chapter and National Board members as well as any new Honorary Members.

There are two ways to add a membership either **Memberships > New Membership** or **Contact Record > Memberships tab**. For the sake of demonstration, the **Membership > New Membership** method will be used. All memberships except Lifetime have a default expiration date of 1 year.

Step 1: Go to the **Contact Record** of each new Board/Honorary member and select **Memberships tab > Add Membership**.

Step 2: For the **Membership Organization** designate **ARCS Foundation – Phoenix Chapter**. Select from the **Membership Type** as either **Chapter Board Member** or **Honorary Member**. For Chapter members who are National Board Members or National Board Committee Members, designate the organization as **ARCS National** and the **Membership Status** as **National Board Member**. Note that the **Member Since** and **Start Date** cannot be in the future, so will need to be changed after July 1. The **End Date** can be in the future and is designated as the end of the upcoming fiscal year.

Step 3: Do not **Record Membership** or **Send Receipt**, as there are no dues involved and a receipt will confuse the member. See screenshot below. **Be sure to select SAVE.**

New Membership

For auto-renewing memberships the emails are sent when each payment is received » submit credit c

Member Ms. Marcia Jobe

Membership Organization and Type: ARCS Foundation - Phoenix Chapter | Chapter Board Member (Phoenix)
Select Membership Organization and then Membership Type.

Number of Terms: 1
Set the membership end date this many membership periods from now. Make sure the appropriate corresponding fee is entered below.

Source:
Source of this membership. This value is searchable.

Member Since: 05/26/2018
When did this contact first become a member?

Start Date: 5/26/2018
First day of current continuous membership period. Start Date will be automatically set based on Membership Type if you don't select a date.

End Date: 6/30/2019
Latest membership period expiration date. End Date will be automatically set based on Membership Type if you don't select a date.

Status Override?

Record Membership Payment?
Check this box to enter or update payment information. You will also be able to generate a customized receipt.

Send Confirmation and Receipt?
Automatically email a membership confirmation and receipt to marciajobe@yahoo.com? OR if the payment is from a different contact, this email will only go to them.

Save Save and New Can

MEMBERS GOING OFF BOARDS AND/OR NO LONGER HONORARY MEMBERS

Depending on the Chapter timeline, nothing may need to be done to members going off the Board or Honorary members who have resigned. They automatically go from Grace on July 1 to **Expired** on September 30. After September 30, these members no longer appear on the **Memberships Dashboard** and select **Reports**. However, if July 1 is the Chapter’s official transition date, it may be best to use the [Status Override](#) function and change their **Membership Status** to **Expired** on or shortly after July 1. Otherwise, they will continue to be on the the **Memberships Dashboard** and select **Reports** with **Grace** status until September 30.

ADD BOARD POSITION RELATIONSHIPS

After entering the Chapter and National Board members for the upcoming fiscal year and confirming they are correct, it is time to enter Board positions through the **Relationships** tab on the **Contact Record**. Currently, there is no quick way to enter Chapter and National Board relationships that are used for the ARCS Light selection and Chapter Board position reports. One method is to go to the **Memberships Dashboard**, alphabetize the list, select the member’s name and the **Contact Record** will

appear to update the **Relationships** tab. Another method is to pull up each Chapter Board Member's **Contact Record** and update the **Relationships** tab. The first method is documented below:

Step 1: Login > CiviCRM > Memberships > Dashboard

Step 2: Scroll to the **Chapter Board Memberships**

Step 3: > Blue Number in the **Current#** Column.

Step 4: Click on the arrow in front of the **Name** column heading and alphabetize.

Step 5: Select the member's name in blue

Find Memberships

41 Results

Membership Status In New, Current, Grace ...AND...
Membership Type In Chapter Board Member (Phoenix)

Select Records: All 41 records 0 Selected records only

Actions

<input type="checkbox"/>	Name	Type	Member Since	Start Date	End Date	Source	Status	Auto-renew?	View	Edit	Renew...
<input type="checkbox"/>	Austerman, Ceda	Chapter Board Member (Phoenix)	May 26th, 2018	May 26th, 2018	June 30th, 2019		New		View	Edit	Renew...
<input type="checkbox"/>	Bray, Jill	Chapter Board Member (Phoenix)	July 1st, 2017	July 1st, 2017	June 30th, 2019		Current		View	Edit	Renew...

Step 6: Select the **Relationships** tab

Ms. Ceda Austerman

Actions Edit Delete Contact

Summary Contributions 10 Pledges 0 Memberships 2 Events 6 Activities 151 Awards 0 Relationships 1 Groups 2 Notes 0 Tags 0 Change Log 17

Employer Tags

Step 7: Select **Add Relationship** to add Chapter Board positions.

Step 8: The screenshot below shows how to enter the relationship data for a Chapter Board member position. There are dropdowns so you can select the **Relationship Type** and **Contact(s)**. Note that the Board Relationships are based on the fiscal Year. Note: If a member is serving multiple terms, all that needs to be done is update the **End Date** and in the description enter how many years they have served in that position. For example, suppose it is the second year that the member is serving in that position, put **2 Years** in the description. **Be sure to select Save Relationship, when done.**

Add Relationship for Ms. Ceda Austerman

Relationship Type *

Contact(s) *

Start Date End Date

If this relationship has start and/or end dates, specify them here.

Description

Note

Permissions Ms. Ceda Austerman can view and update information about selected contact(s).
 Selected contact(s) can view and update information about Ms. Ceda Austerman.

Enabled?

After saving the **Relationship**, here is what the **Relationships** tab will look like. To get back to the **Memberships Dashboard** select the back arrow. Repeat for the next Chapter Member.

Ms. Ceda Austerman

Actions Edit Delete Contact

Summary Contributions 10 Pledges 0 Memberships 2 Events 6 Activities 151 Awards 0 Relationships 1 Groups 2 Notes 0 Tags 0 Change Log 17

+ Add Relationship

Current Relationships

Show 25 entries

First Previous 1 Next Last

Relationship	Since	Position	City	State/Prov	Email	Phone
Chair/VP/Director of Newsletter of ARCS Foundation - Phoenix Chapter	July 1st, 2018		Phoenix	AZ	phoenix@arcsfoundation.org	

View Edit more

DECEASED MEMBERS

When an individual passes, it is important to go and update their **Contact Record**.

Step 1: Find their **Contact Record** > **Edit** > **Demographics** tab and check **Contact is Deceased** and enter their **Date Deceased**. **Be sure to select Save.**

Step 2: While on their **Contact Record**, go to their **Memberships** tab and select **Edit** for any current **Membership Types** that they had. Check the **Status Override** function and change to **Expired**. **Be sure to select Save.**

Step 3: While on their **Contact Record**, go to their **Groups tab**. Remove (don't delete) any groups they belong to. Note: Nothing needs to be done to the **Relationships** tab, since it automatically goes to **Inactive** at the end of the fiscal year.

RESIGNATIONS

Depending on the Chapter timeline, nothing may need to be done to members who submitted their resignations. They automatically go from **Grace** on July 1 to **Expired** on September 30. After September 30, these members no longer appear on the **Memberships Dashboard** and select **Reports**. However, if July 1 is the Chapter's official transition date, it may be best to use the [Status Override](#) function and change their **Membership Status** to **Expired** on or shortly after July 1. Otherwise, they will continue to be on the **Memberships Dashboard** and select **Reports** with **Grace** status until September 30.

HOW TO RENEW EXPIRED MEMBERSHIPS

If a member pays their dues after their membership has expired, the membership can be manually renewed by performing the following steps:

Step 1: Search for and select the member whose membership has expired.

Step 2: Select the **Memberships** tab on the contact record.

Step 3: Click on **Edit** to the right of the expired membership.

Step 4: In the **Edit Membership** screen, change the end date to the end of the new fiscal year.

Step 5: Check **Record Membership Payment** and note check number.

Step 6: Check **Send Confirmation and Receipt**. **Be sure to select Save.**

STATUS OVERRIDE FUNCTION

Membership status is normally assigned and updated automatically. When a membership type is added, it auto-populates as "New". If you want to assign a **Membership Status** manually and bypass automated status setting, check the **Status Override?** box and select from the available status options. The status assigned remains in force, unless it is again modified on this screen. Note: As long as the **Status Override** flag is checked, the automated membership status update script will not update this membership record. This is recommended except for members who are deceased,. If you want to change or add membership status rules, please contact the IS Committee.

To access the status override, go to a member's **Contact Record** and select the **Memberships** tab. Scroll to any of the current memberships listed and select **Edit**. The following screen will appear with the **Status Override** check box:

Edit Membership

For auto-renewing memberships the emails are sent when each payment is received

Member Mrs. Andrea Moseley

Membership Organization and Type: **ARCS Foundation - Phoenix Chapter** | **Active Member (Phoenix)**
Select Membership Organization and then Membership Type.

Source: **Online Contribution: PHOENIX MEMBERSHIP PAYMEN**
Source of this membership. This value is searchable.

Member Since: **05/30/2018** **x**
When did this contact first become a member?

Start Date: **07/01/2017** **x**
First day of current continuous membership period. Start Date will be automatically set based on Membership Type if you don't select a date.

End Date: **06/30/2019** **x**
Latest membership period expiration date. End Date will be automatically set based on Membership Type if you don't select a date.

Status Override?

Membership Status: **New**

Send Confirmation and Receipt?
Automatically email a membership confirmation and receipt to andrea@awecorporateinteriors.com? OR if the payment is from a different contact, this email will only go to them.

Related Contributions

Click arrow to view payment details.

Amount	Type	Source	Received	Thank-you Sent	Status	Premium
▶ \$ 150.00	Member Dues	Online Contribution: PHOENIX MEMBERSHIP PAYMENT AND RENEWAL	May 30th, 2018 1:17 PM		Completed	View Edit Delete