

KCACR Membership Database

The membership database of the Kent County Association of Change Ringers



Renewal Process for 2022

January 2022 will be the first year when membership renewals will be completed by using the Membership Database. To hopefully help get everyone through this, the process is detailed below. **Note: If membership has not been renewed before Sunday 27th February 2022, your name WILL NOT appear in the 2022 Handbook.**

- 1) At the beginning of January 2022, a renewal email will go out to everyone in the Membership Database who:
 - a. is currently a paid-up member
and
 - b. has an email address in their membership record

This email will ask you to login to your membership record, confirm your details are up to date, and make any payment required.

If you did not renew your membership through the database last year but are going to this year, please follow the instructions that follow but note that you may need to contact your District Secretary for a password which you should change when you first log in.

- 2) Click on the link in the renewal email or go directly to <https://membership.kcacr.org.uk/login>:

Login

If you are logging into your membership record for the first time after 3rd June 2021, your new temporary username is **kcacrxxxx** where xxxx is your 4-digit membership number. If you don't know your membership number, please contact your District Secretary.

Username

Password

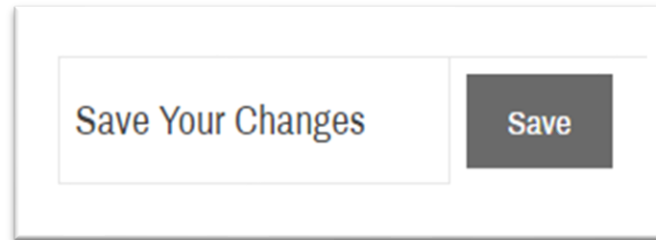
Log In

[Forgotten your password? Click here for a link to access your membership record & change your password](#)

- 3) At the login page, **please read the notice about temporary usernames**. In a change from last year, everyone will now log in to their membership record using a username rather than an email address that had to be unique. For this first year when the change has been made, everyone has been given a temporary username in the format **kcacrXXXX** where XXXX is your 4-digit membership number. Your password **has not changed** since you set it last year.

If you don't know your membership number or are unsure of your temporary username, please contact your District Secretary who will have a complete list and can provide it to you.

- 4) Once logged in, the first task is to make sure your membership record contains up-to-date information including contact details, a secure password, home tower, whether you are a tower officer etc. **At this stage please also change your temporary username to one that is memorable for you – this can be an email address if you so wish.** Once you have updated all the information, click Save at the bottom of the screen:



- 5) The next thing you need to do is renew your subscription for the coming year. Whether you need to pay (Adult, 18 & Under or Associate) or are eligible for free membership (80 or over, Vice President, Honorary Life Member, existing Life (Legacy) member) **you still need to follow the renewal process on an annual basis to confirm your information is up to date and that you are still actively ringing.**

Click on the **Renew Subscription** button on the right-hand side of the screen (or further down the screen on mobile devices), **ensuring you have made a note of your Membership Number** as this will be required:

Renew your subscription

Next Payment Due Date	01/01/2022
Membership Number	1060

When your subscription renewal becomes due (see the **Next Payment Due Date** above), please click the button below to make a payment or, if you don't pay, confirm you are still active.

Please make a note of your membership number as noted above, as this will be required to process your renewal.

A red rectangular button with a white play icon on the left and the text "Renew Subscription" in white.

6) You will now be taken to the **Renew your subscription** page as shown below:

Renew your subscription

Your subscription renewal payment can be made below – simply complete the form, ensuring your membership number and email address match your membership details, and then choose to pay either via PayPal or offline. If you don't need to pay and are just confirming you are still active, please choose the Pay Offline option.

Membership Number

Email*

Payment Type
 PayPal Pay by Cheque/Cash/Bank Transfer (select this option if you are 80 or over &/or don't need to pay)
Pay by Cheque/Cash/Bank Transfer (select this option if you are 80 or over &/or don't need to pay)
Please see the details on how to make payment on the next screen.

7) Enter your membership number and email address in the form shown – **these must match up with the information on your membership record.** Then, select a payment option. The options are as follows:

a. PayPal

This is the simplest way to make a payment, either using an existing PayPal account (if you have one) or with a credit or debit card.

b. Cheque/Cash/Bank Transfer (also known as Offline Payment)

If you don't have a PayPal account, or don't wish to make an online payment with a credit or debit card, you can do a bank transfer or send a cheque or cash directly to the KCACR Treasurer.

If you are eligible for free membership, please select the Offline Payment option – you won't have to do anything more, but your membership record will be updated in the background to reflect that you are still active.

8) Once you have entered the information and selected a payment option, continue to follow the on-screen instructions. Once your payment (online or offline, or no payment if eligible) has been made, you will be sent a confirmation email and taken to the confirmation screen as shown below:

Congratulations! Your renewal has been successful.

A confirmation email is on its way. If you don't need to pay, no further action is necessary.



If you paid by PayPal (either through a PayPal account or using your credit/debit card), no further action is required. When your subscription becomes due, you will receive an email with details on how to make payment.

If you chose to pay offline:



Please send cash or cheques payable to KCACR to:

Mrs Maureen Poole
Glenshiel
Courtlands Way
Worthing
BN11 5QU

Ensuring you provide your name and membership number.

For bank transfers, please use the following account details:

Account Name: Kent County
Association of Change Ringers
Subscriptions
Account Number: 66790875
Sort Code: 52-41-42

Ensuring you include your membership number in the payment reference.

Also please **send an email to the Treasurer** (treasurer@kccacr.org.uk) to let them know to expect a payment from you.

If you chose to pay offline, you will find instructions on how to make a bank transfer or where to send cheques/cash to on this screen.

And that's it! Your membership record is now setup, and you have renewed your subscription for the coming year. For further information on managing your membership record, please see the **Help** option on the Membership Database, contact your District Secretary or use the Contact form on the Membership Database to request further assistance.