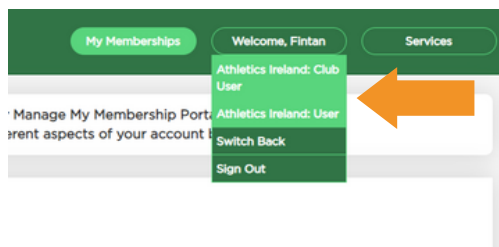


Renewing Memberships - Price Override

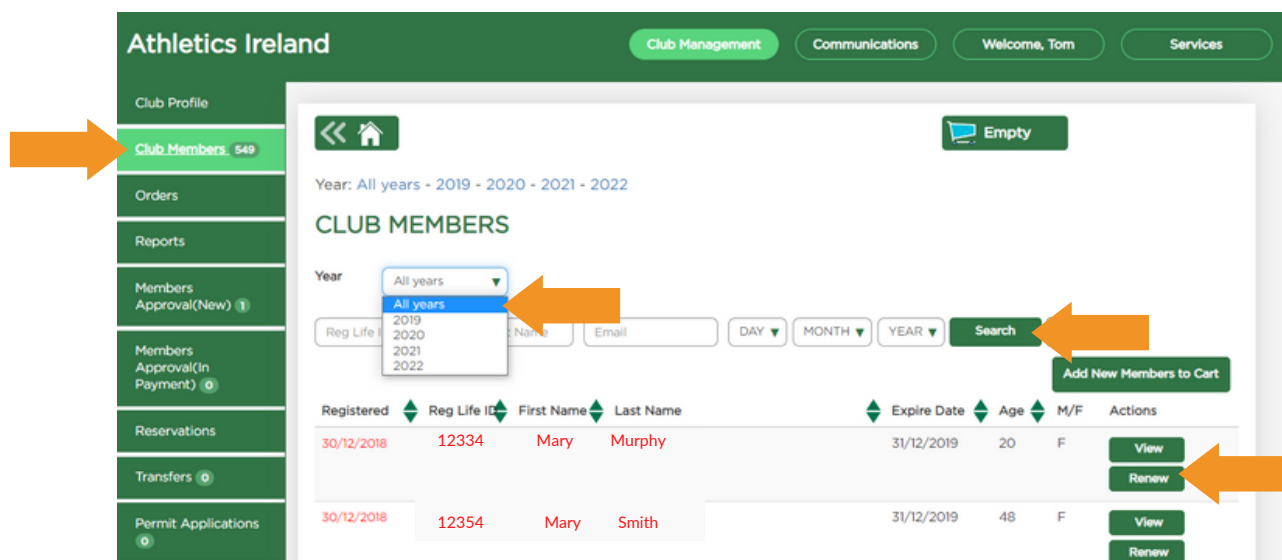
- 1 Log into Athletics Ireland membership system [HERE](#)



- 2 Scroll over where it says Welcome NAME and select **Club User**

- 3 Click on Club Members

- 4 Select **ALL YEARS** from the top of the page and **Search**.
The athletes that are highlighted in Red have expired memberships



Athletics Ireland Club Management Communications Welcome, Tom Services

Club Profile
Club Members 549
Orders
Reports
Members Approval(New) 1
Members Approval(In Payment) 0
Reservations
Transfers 0
Permit Applications 0

Year: All years - 2019 - 2020 - 2021 - 2022

CLUB MEMBERS

Year: All years (dropdown)
Reg Life: 2019, 2020, 2021, 2022 (dropdown)
Name: [input] Email: [input] DAY: [dropdown] MONTH: [dropdown] YEAR: [dropdown] Search [button] Add New Members to Cart [button]

Registered	Reg Life ID	First Name	Last Name	Expire Date	Age	M/F	Actions
30/12/2018	12334	Mary	Murphy	31/12/2019	20	F	View Renew
30/12/2018	12354	Mary	Smith	31/12/2019	48	F	View Renew

- 5 Click **Renew** for the athlete you wish to select.

Renewing Memberships - Price Override

- 6** Select the preferred membership option and **Continue**.

RENEW YOUR MEMBERSHIP FOR ATHLETICS IRELAND

Selected Club AAL_TEST_CLUB

Please select federation membership

Membership	Price	Select
Athletics Ireland Senior Membership 2022	€20.00	<input checked="" type="radio"/>

Please select club membership

Membership	Price	Select
Senior Membership	€40.00	<input checked="" type="radio"/>
Senior Competitive	€75.00	<input type="radio"/>
Senior Competitive Membership	€55.00	<input type="radio"/>

Please note that club membership expiry date is the same as federation membership expiry date

- 7** Confirm and **Save** the Member Personal Information.

MEMBER PERSONAL INFORMATION

Athletics Ireland Senior Membership 2022

*First Name

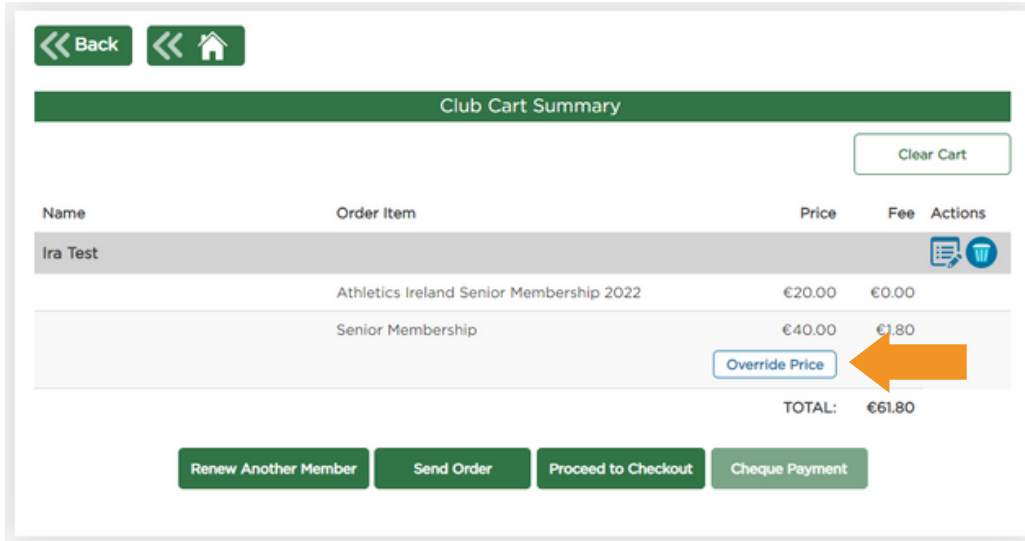
*Last Name

*DOB



*Gender Male Female

Renewing Memberships - Price Override

8 Select Override Price.

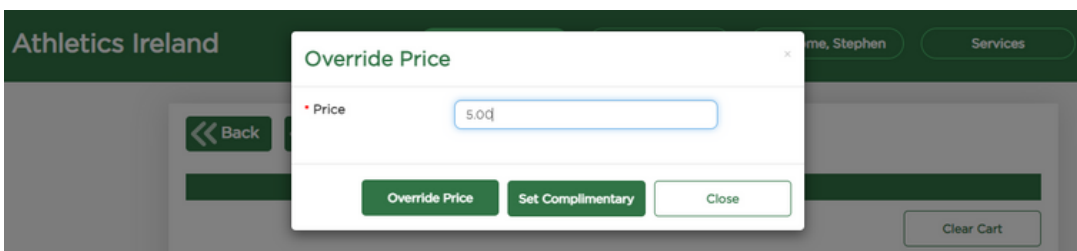


The screenshot shows the 'Club Cart Summary' page. At the top, there are navigation buttons for 'Back' and 'Home'. Below the title, there is a 'Clear Cart' button. The main content is a table with columns: Name, Order Item, Price, Fee, and Actions. The table contains two rows: 'Ira Test' with 'Athletics Ireland Senior Membership 2022' (Price: €20.00, Fee: €0.00) and 'Senior Membership' (Price: €40.00, Fee: €1.80). An orange arrow points to the 'Override Price' button located below the 'Senior Membership' row. At the bottom of the table, the 'TOTAL' is €61.80. Below the table are four buttons: 'Renew Another Member', 'Send Order', 'Proceed to Checkout', and 'Cheque Payment'.

Name	Order Item	Price	Fee	Actions
Ira Test	Athletics Ireland Senior Membership 2022	€20.00	€0.00	 
	Senior Membership	€40.00	€1.80	Override Price

TOTAL: €61.80

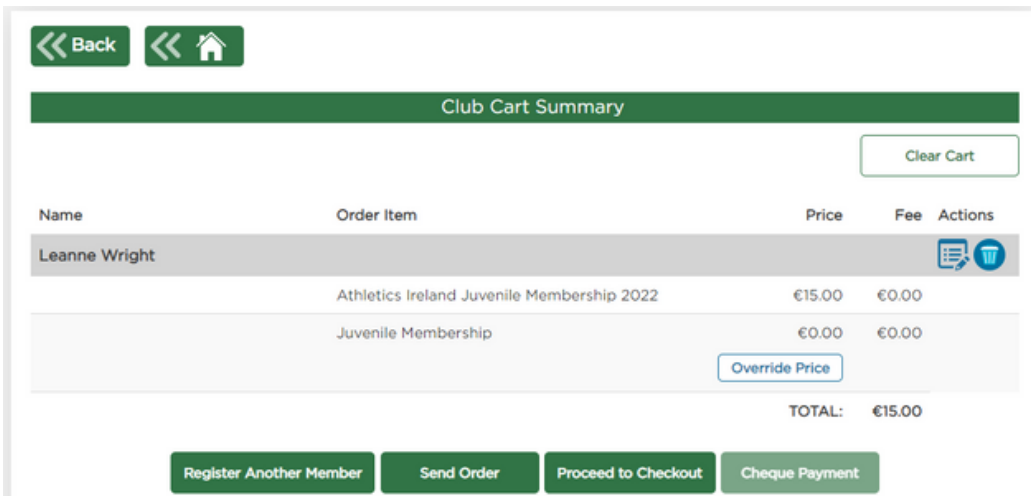
9 Enter in the replacement price and select **Override Price** or click Set Complimentary for zero.





The screenshot shows the 'Override Price' dialog box. It has a title bar with 'Athletics Ireland' on the left and 'me, Stephen' and 'Services' on the right. The dialog box contains a 'Price' label and a text input field with the value '5.00'. Below the input field are three buttons: 'Override Price', 'Set Complimentary', and 'Close'. The background shows a blurred view of the 'Club Cart Summary' page with a 'Clear Cart' button visible.

Renewing Memberships - Price Override

- 10 The new price will then appear in the club membership and you can opt to send a payment link to the customers email by selecting Send Order or enter in card details manually by proceeding to checkout.



The screenshot displays the 'Club Cart Summary' interface. At the top, there are navigation buttons for 'Back' and a home icon. Below this is a green header bar with the text 'Club Cart Summary' and a 'Clear Cart' button on the right. The main content is a table with columns for 'Name', 'Order Item', 'Price', 'Fee', and 'Actions'. The table lists two items for 'Leanne Wright': 'Athletics Ireland Juvenile Membership 2022' with a price of €15.00 and a fee of €0.00, and 'Juvenile Membership' with a price of €0.00 and a fee of €0.00. An 'Override Price' button is located below the second item. At the bottom right of the table, the 'TOTAL' is €15.00. Below the table are four buttons: 'Register Another Member', 'Send Order', 'Proceed to Checkout', and 'Cheque Payment'.

Name	Order Item	Price	Fee	Actions
Leanne Wright	Athletics Ireland Juvenile Membership 2022	€15.00	€0.00	 
	Juvenile Membership	€0.00	€0.00	Override Price

TOTAL: €15.00

[Register Another Member](#) [Send Order](#) [Proceed to Checkout](#) [Cheque Payment](#)