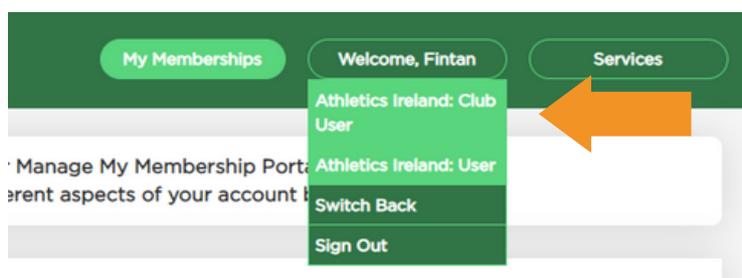
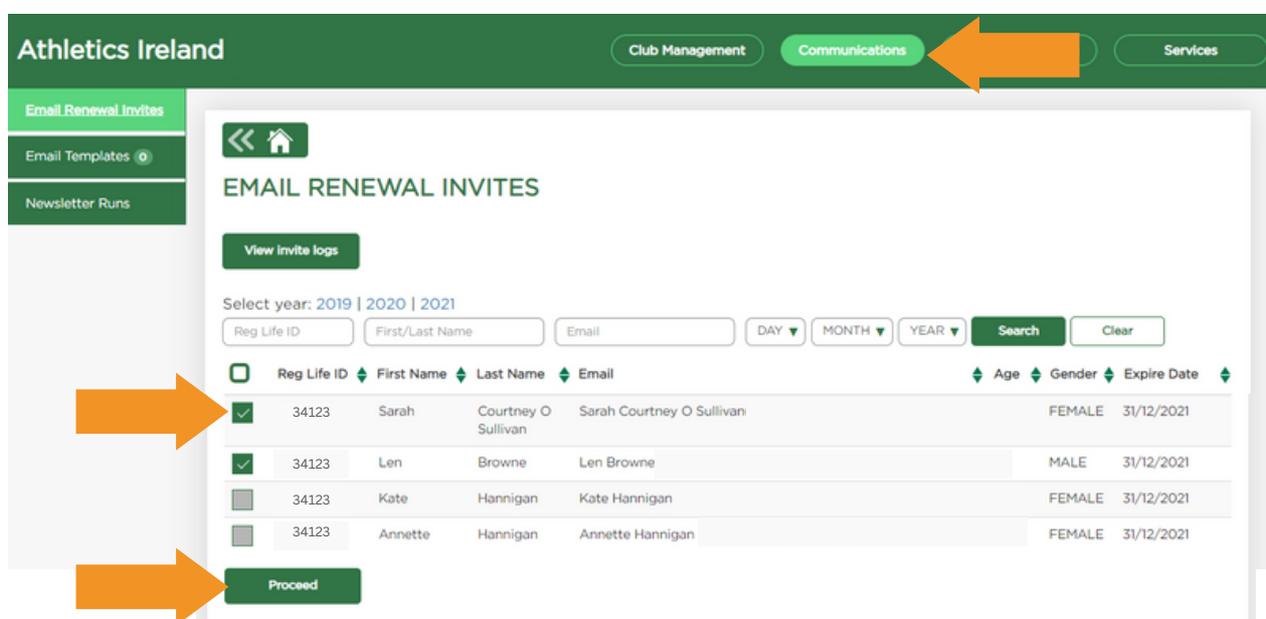


Sending Renewal Invites

- 1 Log into Athletics Ireland membership system [HERE](#)
- 2 Scroll over where it says Welcome NAME, and select: **Club User** for Club Administration

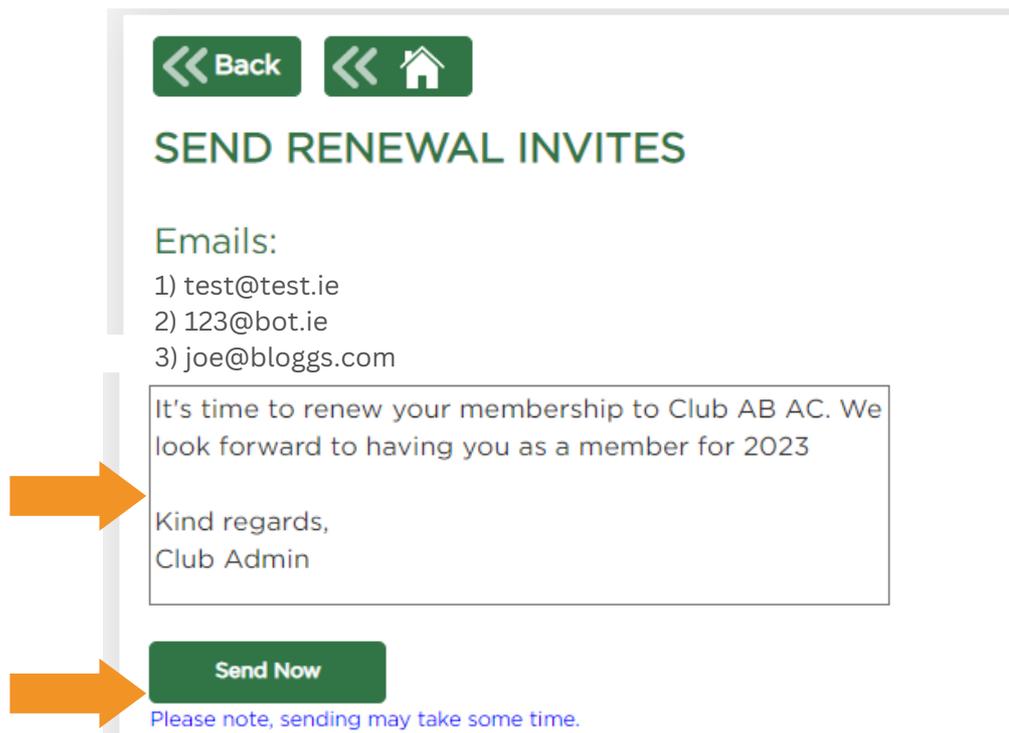


- 3 Click on **Communications** on the top menu bar next to 'Welcome' **Tick** the box next to the persons Life Reg ID that you would like to invite to renew and click **Proceed**.



Sending Renewal Invites

- 4** Add in a custom message to send to all invites and select **Send Now**. A renewal link will automatically be added to the email for you.



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SEND RENEWAL INVITES

Emails:

- 1) test@test.ie
- 2) 123@bot.ie
- 3) joe@bloggs.com

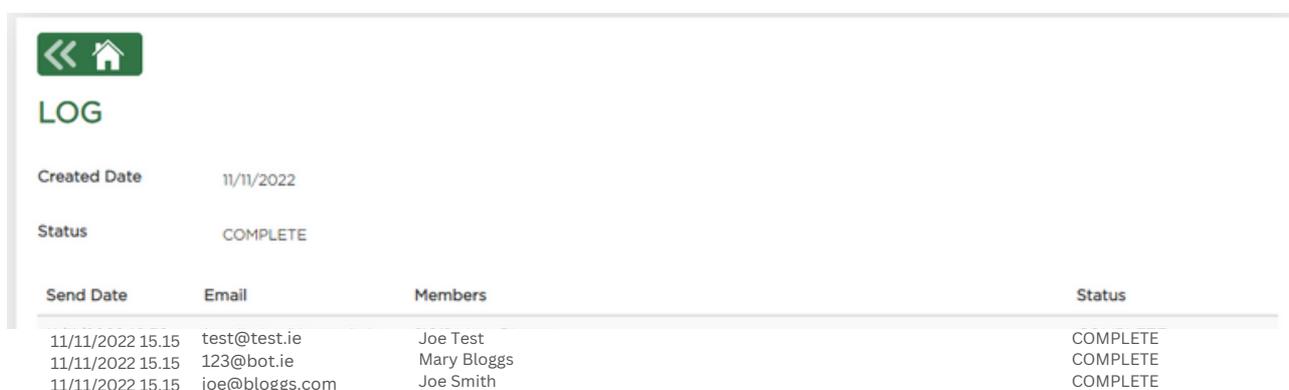
It's time to renew your membership to Club AB AC. We look forward to having you as a member for 2023

Kind regards,
Club Admin

Send Now

Please note, sending may take some time.

- 5** After you click send now, it will bring you to the invite logs and show you the status of the mails sent in that session.



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LOG

Created Date 11/11/2022

Status COMPLETE

Send Date	Email	Members	Status
11/11/2022 15.15	test@test.ie	Joe Test	COMPLETE
11/11/2022 15.15	123@bot.ie	Mary Bloggs	COMPLETE
11/11/2022 15.15	joe@bloggs.com	Joe Smith	COMPLETE