

Annual Club Membership Renewal Checklist

Before the end of the club year

Award current-year membership

Ensure all new and returning members of your club have been awarded Mountaineering Scotland club membership for the current club year (to 31 March 2026) in JustGo and have a profile. New members should be registered within one month of joining.

[Watch this video](#) to find out how to View current members of your club.

Update committee details

Check that all committee roles are correct and up to date in JustGo (e.g. Membership Secretary, Treasurer, Chair, Child Wellbeing Officer). Ensure you have provided us with the correct contacts so we can share relevant updates for membership, communications and AGM information.

[Watch this video](#) to find out how to view and update club committee roles

Before you start membership renewals

Contact all members

Ask members to confirm:

- They want to renew for the new membership year
- Any other clubs they belong to and which one is the **Primary Club**
- **OR** whether they have **individual category** of membership and wish to continue with this

Identify leavers and inactive members

Note anyone who:

- Is not renewing
- Has left the club
- Is inactive

Remove non-renewing members

Remove all members who are not renewing or are inactive from the club in JustGo.

At the start of membership renewals – from 1 April onwards

Download membership report

Download and review a current list of all club members from JustGo.

Bulk renew existing members

Renew all members who:

- Have confirmed renewal
- Have confirmed your club as their **Primary Club**

[Watch this video](#) to find out how to bulk renew club members. This must be completed before **31st**

December at the latest.

Add new members (if applicable)

Create JustGo profiles for new members, or ask them to register themselves and then give them a club membership.

[Watch this video](#) to find out how to add a new club member

Payment

Pay membership fees

Choose a payment method: Invoice/Bank transfer/Cheque/Phone or online portal

Payment can be made:

- In bulk
- Member by member (only recommended for ad hoc new members rather than main club membership renewals)

Both renewing and new members can be placed in checkout to go onto one invoice.

[Watch this video](#) to find out how to add club membership for a new member.

After Renewals

Remove expired/unpaid members

Ensure only current, paid members remain listed in the club.

[Watch this video](#) to find out how to remove a club member from your club.

Final checks

Confirm:

- Club contacts are correct
- Committee roles are up to date
- Records are GDPR-compliant

Information and resources

Read the [quick guide to processing memberships](#) below or visit our [YouTube channel](#) for video walk-throughs.

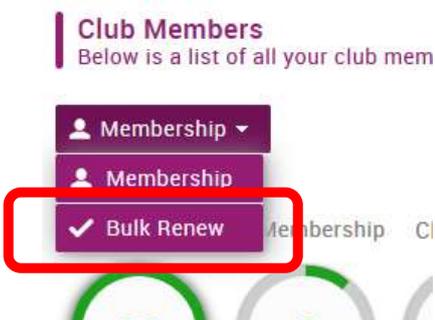
Any questions? Contact membership@mountaineering.scot

Renewal of your club members on Just Go – step by step guide

1. Renew multiple existing members (bulk renew)
2. Renew a single member
3. Removing members from your club
4. Payment

Renew several members (Bulk Renew)

Select Bulk Renew

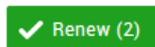


- o Tick the members you wish to pay for

Yes	Club Adult Expires: 31/03/2019	<input checked="" type="checkbox"/>
No	Club Adult Expires: 31/03/2019	<input type="checkbox"/>
Yes	Club Adult Expires: 31/03/2019	<input checked="" type="checkbox"/>

Yes/no in the Primary Club column indicates whether this is the member's primary club so whether the member should be paid by this club.

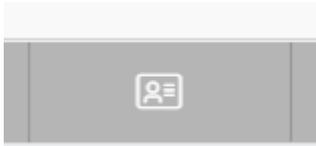
- o then click Renew (near the top of the screen)



- o Go to the checkout. See Payment below.

Renew a single member

Click on the membership symbol below the member record



Click **Buy/Review memberships**

Membership details

Membership Name

No n

Buy/Review Memberships

Buy a Membership

Choose from the list of available Membership

£14.25



Benefits

- Scottish Mountaineer magazine four times a year & monthly e-newsletter
- Discounts on gear, places to stay & useful services
- Unbeatable value mountain skills....

[Read more](#)

Club Adult

Click the membership.

Check the magazine and newsletter choices in **Optins** then **Save and Continue** to the next member or go straight to the **Checkout**.

Save and Continue

Checkout

If you click Save and Continue you see an indication that the membership is in your cart.



Go to the checkout.

Remove a member who is no longer in your Club

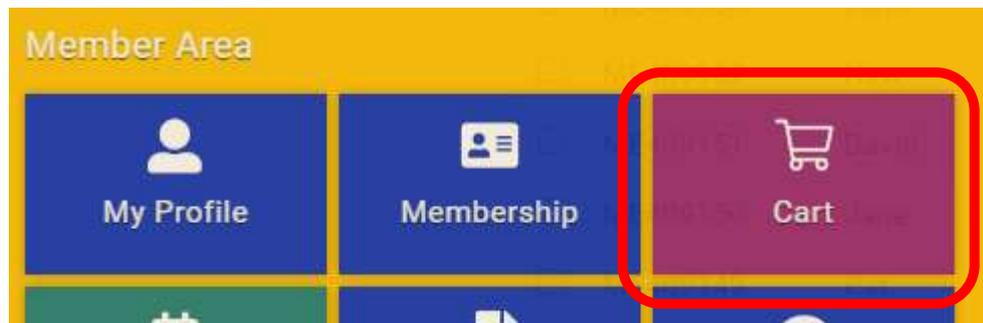
Locate the member record, click on the three dots or menu and select **Remove from Club**.

Payment

Go to the checkout:



or



You can now check and edit what is in the Cart. When you are happy with the selection click Checkout.

Checkout

Next

In the Checkout choose either

Request Invoice

Please complete your Club name in the Invoice information. When sending payment by BACS or cheque please quote the invoice number which is similar to PR12345

Or

Pay via Bank

This sets up a Direct Debit mandate allowing one-off payments.

Or

Pay with Card

