

ONLINE RENEWAL EASY TO FOLLOW INSTRUCTIONS

STEP 1:

Type your email address into the email address field. (Please note you must type in the address as it appears on your renewal notice).

TO GAIN YOUR PASSWORD YOU MUST OPT TO SEND THE PASSWORD TO YOUR EMAIL THIS APPLIES TO ALL MEMBERS AS THIS IS A NEW ONLINE SYSTEM BEING USED FOR THIS FIRST TIME THIS RENEWAL PERIOD.

SPECIAL NOTE: If your Online Renewal Login was listed on your renewal letter / notice as **NOT AVAILABLE**, we do not have an email address for you. To set up your online account email the Membership Team your EMAIL address and your online account can be set up immediately. Access to your online account will not only allow you to renew, but also update your contact details at any time during the membership year. This process also applies to anyone whose email address is no longer valid

STEP 2:

Once you have logged in using your email address and newly acquired password

- a) TO UPDATE YOUR CONTACT DETAILS select **Your Details**
- b) TO RENEW YOUR MEMBERSHIP select **Membership Renewal**

STEP 3:

To add a guest card, merchandise item or infield parking to your membership subscription renewal select Add to Renewal and add any additional items you are eligible to purchase and select ADD ITEMS. If you do not wish to add items to your renewal simply select **Pay Renewal**

STEP 4:

Complete credit card details and ensure your email address is correct

A receipt will automatically be sent to your email address, please ensure this is correct BEFORE you submit your payment.

STEP 5:

Once your payment is complete, you can elect to PRINT a copy of your receipt (this is recommended) and then LOG OFF using the menu button on the left hand side.

Your renewal will be completed in our office within 48 hours of your renewal and your entitlements (if applicable) posted to your supplied address within 10 working days.

TO RENEW ANOTHER MEMBERSHIP PLEASE REPEAT STEPS 1-5

