

2025 Renewal Checklist

(updated 10/01/2024)

Manual Roster Management

- Review the resources on the [Renewal Hub](#) and consider transitioning to online payments and automated roster management, [learn more about automation](#)
Starting now
- For 2025 there will be no changes in NCGA Dues, but decide if your club will make any changes to its dues
- If there are any changes to your Club Rep contact info, submit the [NCGA Club Rep Form](#)
- Ensure your billing contacts & admins in memberplanet & Admin Portal are correct
- Communicate renewal info to your club
- Manually collect renewal dues from your members, either cash or check
- Assure all members have current and unique email addresses on their profiles
- Manually add new members to your roster after *January 1, 2025*, [adding members video guide](#)
- Manually remove members, from your club roster, that are not renewing with the club before *January 31, 2025 at 5:00 pm* [removing members video guide](#)
- NCGA invoices sent electronically
February 1, 2025
- Pay invoices either by check or online by the end of each month

Automated Roster Management

- Review the resources on the [Renewal Hub](#)
Starting now
- For 2025 there will be no changes in NCGA Dues, but decide if your club will make any changes to its dues
- If there are any changes to your Club Rep contact info, submit the [NCGA Club Rep Form](#)
- Ensure your billing contacts & admins in memberplanet & Admin Portal are correct
- If your automation and online payments are set up correctly, the following items will be done automatically through your club's Memberplanet Platform
 - Members will receive an email to renew their membership
 - Members can renew/pay online
 - Members that don't renew will automatically be lapsed
 - Invoices paid automatically every month

