

# Lewes Little Theatre - Membermojo User instructions

## Starting off

To state the obvious, you need a computer with a browser such as Chrome or Edge or Safari.

If you don't have a computer or don't want to use the new system, then continue to communicate with the membership secretary as normal. Please note that your details will be stored in Membermojo subject to the privacy note shown below.

Enter [lewestheatre.org](http://lewestheatre.org) in the address bar. Then press on Membership in the top right-hand corner.

If you use Membermojo irregularly then the simplest way to login in is:-

- When the *membermojo* website is displayed click on the box at the top right labeled Sign In
- Enter your email address in the box labelled email. And click on the box Sign in with email.
- An email will be sent immediately to your mail box.
- Open the email and click on [click here to Sign In](#).
- You should now see the Membermojo main **Your Membership** page with **Lewes Little Theatre** at the top.
- Scroll down to see the options available to you

## To renew your membership

- Click on Renew (the orange box near the top). The details of your membership will be shown, and at this stage you can update anything which is incorrect. Follow the instructions in the orange boxes, and you will arrive at the payment page, when you can renew your membership by credit card.
- When you press on Renew you will see you can choose your membership type. Please check this and, if we have got it wrong, please select the type of membership you want. If you select a Joint membership please add the details of the Joint member.

## To amend your membership details

- You may wish to amend your details (change of address or email address etc). To do so, click on 'View or Edit' next to 'My Details'. This will take you to a page with your membership details on; if you need to amend anything, just click on 'Edit' towards the bottom. Amend whatever needs changing, then click on 'Save' towards the bottom. Your revised details will be saved.

Please ask any questions to [lewestheatremembers@gmail.com](mailto:lewestheatremembers@gmail.com)

## Privacy Notice - Lewes Little Theatre Membermojo system

I consent to Lewes Theatre Club holding and processing my personal data. This data will be held electronically by the Club, and MemberMojo who are our Data Processor (see details <https://membermojo.co.uk/lewestheatre/help/gdpr>). It will be used to administer your membership and keep you up to date with news from the Club. It will not be communicated to any third party, apart from HMRC when claiming Gift Aid.