Oxford Diocesan Guild of Church Bell Ringers

Existing members – Renew Subscription

At the start of each year members need to pay their annual subscription and confirm their personal information on Membermojo.

Go to https://membermojo.co.uk/odg

- Click on the red **Member Login and Home Page** bell image and enter your email address and password, if you have set one up, and click **Sign In**. If you have not set up a password, click on **Sign in without Password**. *
- Enter your email address and click **Sign in with Email**.
- You will receive an email with a link to click to sign in.
- Once signed in, click on **Your Membership** at the top of the page.
- Select the **Review Actions** button at the top of the page **. Then click on **Renew**.
- Review and amend your details, ensuring that you tick all appropriate boxes, including communication preferences.
- If you wish to pay Branch subs to another Branch, select the Branch under Member of a Second Branch. The additional subs will be added to your payment.
- Depending on your Branch, you may also see an additional mandatory subscription that will automatically be added to your payment, or an optional donation that you can select.
- Once you have completed the form, tick to accept the terms and click **Next**.
- On the next page you can check your details are correct . At the bottom of the page, you will see the payment amount. Click on **Checkout.**
- You now select your payment method.
- We encourage members to pay online with debit or credit card if possible as this reduces the workload for the Guild volunteers. However, if you do not wish to pay online, there are two offline payment options:
  a) Payment by BACS. If you select this option, please ensure you include your Name and Tower name in the reference when you process your bank transfer.
  b) Payment via your Tower/Branch.

- Once you have selected your payment method and entered your card details (if applicable), click on the orange **Pay with** button.
- Your membership renewal will be confirmed immediately if you chose to pay online. If you selected an offline payment option, your membership renewal will be finalised once the

Guild has received the payment from your Branch or Bank. You will then receive a confirmation email.

* On the Your Membership page, you will see an option to create a password to accompany your email address so that you do not have to go through the email sign in process every time you wish to see your record.

** If you manage another membership account using your email address, such as a family member, after clicking **Review Actions**, you will see a list of those members and a **Renew** button against each name. Follow the steps above for each member. You will be able to renew each member and click **Checkout** for each one before you select the payment method, so you will only have one payment to process for all the members.

If you have any queries, the Guild Membership Secretary should be able to help.
membership@odg.org.uk