Oxford Diocesan Guild of Church Bell Ringers

How to manage another member's account

A small number of members will not manage their own information in Membermojo. These are likely to be young ringers, managed by their parents, and 'non-tech' ringers managed by a friend.

Link their details with your account

There are two possible scenarios:

1. Where the other member is already in Membermojo (with a holding e-mail address). In this case, please ask the Guild Membership Secretary to link this member to your account. membership@odg.org.uk
2. Where the other member is a newly elected member. In this case, go into the **Your Membership** area and click on the **New Membership** button at the foot of the page. This takes you to a standard New Membership Application. Complete this as for any other new member.

Ongoing management

- Your name should appear in the top right-hand side of the page, with a black arrow next to it.
- If you click on this arrow, a box will appear that will confirm which record you are logged in as.
- Further down this box is the option to 'Switch User'.
- Click on the arrow next to the name displayed and you should have the option to toggle between all the members listed using this email address.
- Click on the name of the record you wish to access.
- At this point you can add or amend any details you wish to that record.

If you amend any details on the record, always ensure you click **Save** at the bottom of the page before logging out.

When you login when subscriptions are due you will see an orange **Review Actions button** at the top. When you click this, you will see a list of those members sharing your email address and a **Renew** button against each name. You can renew each membership and then **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