Oxford Diocesan Guild of Church Bell Ringers

Existing members going into Membermojo for the first time

Along with all other members of the Guild, you need to look after your details on the Guild's membership system. These instructions will get you set up.

- Please click on the red "Member Login and Home Page" bell image (go to https://membermojo.co.uk/odg if you do not see the red bell)
- Enter your email address
- Click the "**Sign in with email**" button.
- If a record has already been created for you, you will see this message:

  Email Sent: A link to Sign In has been sent to (your email address) and should arrive soon. This link is valid for 2 hours. You may need to refresh your inbox or check spam folders if it has not arrived within a few minutes.

- You will receive an email from: Oxford Diocesan Guild of Church Bell Ringers noreply.odg@membermojo.co.uk.
- Click the link in the email and you will be taken to your record to edit and save.

Membership not yet Due for Renewal:

- If your membership is not yet due for renewal, you will see a box notifying you that membership can be renewed one month before the expiry date of 31st December. If you see this notification, click **Close** to proceed.
- Next, click **Your Membership** from the top menu bar.
- Under Options – My Details, click **View or Edit**.
- Please review your details. If amendments are required, use the **Edit** button at the bottom of the page and then make the required changes. Ensure that you tick all appropriate boxes, including communication preferences.
- Once complete, make sure you click **Save** at the bottom of the page.

Membership Due for Renewal

- If your membership is due for renewal, you will see an orange Renew button near the top of the page.
- Click the **Renew** button at the top of the page. Review and amend your details, ensuring that you tick all appropriate boxes, including communication preferences, then 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
- On the Your Membership page, you will also 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 cannot enter the system, it may be that we do not have an email record for you.

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