



MemberMojo:

Member Renewal for the Surrey  
Association of Bellringers

# MemberMojo: Quick Guide

1. Access the MemberMojo Renewal page:
  - Click the “renew” link in the email sent to you and login to MemberMojo; OR
  - Go to: <https://membermojo.co.uk/surreybellringers> (or click the MemberMojo icon on the Surrey Association home page) & on “Your Membership” Page, click “Review Actions” and then click “Renew”
2. Review and update your details, communications choices, demographics etc. and read and tick the Declaration  
Note: you can’t change your membership type. If you think it needs changing (e.g. you’re now over 18) contact an Administrator
3. Click “Next” and “Checkout”
4. Pay by:
  - Credit Card, Apple Pay or Google Pay – **preferred option**  
Once payment goes through receipt and renewal pack will be emailed to you within minutes
  - Bank Transfer, or via Tower Contact – **acceptable, but avoid if you can**  
Instructions to make payment will be emailed to you. Your renewal won’t be complete until an Administrator receives your payment and marks it complete in the system, which may take days even after you make payment. You will then receive your receipt and renewal pack

*Note: we recommend using a desktop or laptop to register,  
as some users report difficulties using mobile devices*

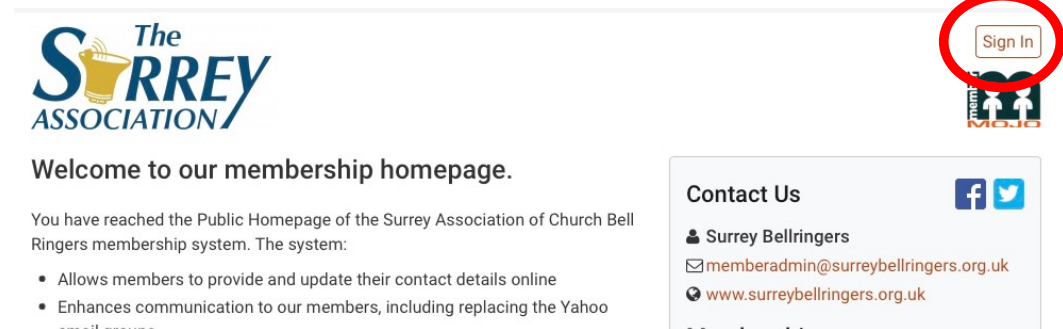
**For step by step illustrated instructions, please see the following pages**

# Access the Renewal Screen (1)

- Click the “Renew” link in the email you were sent

OR

- Go to <https://membermojo.co.uk/surreybellringers>  
(or click the MemberMojo icon on the Surrey Association home page)
- Click the “Sign in” button  
(top right on the screen)



The screenshot shows the top portion of the Surrey Association membership homepage. On the left is the 'The SURREY ASSOCIATION' logo. Below it, the text reads 'Welcome to our membership homepage.' followed by 'You have reached the Public Homepage of the Surrey Association of Church Bell Ringers membership system. The system:' and a bulleted list of features. On the right side, there is a 'Sign In' button circled in red, and a 'Contact Us' section with social media icons for Facebook and Twitter, and contact information for Surrey Bellringers, including an email address and a website URL.

# MemberMojo sign-in without password

If you can't remember your password or didn't set one:

1. Click "sign in without password"
2. Enter your email address
3. Click "sign in with email"
4. MemberMojo sends an email
5. Click the secure link in the email
  - Note you can only use the link once, and it only works for 2hrs
  - Next time, do the same again, or while logged in set a password

Sign In to The Surrey Association of Church Bell Ringers at membermojo

\* email

\* password

Sign In

1 [Sign In without password](#)

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Sign In to The Surrey Association of Church Bell Ringers at membermojo

You do not need a password to Sign In.  
Enter your membership email address so we can send some simple instructions.

\* email  
2

3 [Sign In with email](#)

[Sign In with password](#)

# Access the Renewal Screen (2)

If you clicked the “renew” link in the email, you should be taken straight to the renewal screen, but otherwise:

- Click “Your Membership” on the top menu bar
- Click the “Renew” button

(You may instead see a “Review Actions” button. Click that, then “Renew”)



A screenshot of a web page titled 'Your Membership'. At the top, there is a breadcrumb trail: a home icon followed by '/ Your Membership'. Below this is a notification bar: 'martin.crick@icloud.com has been signed in.' Underneath is a 'Messages' section with the text: 'Your membership expires on Sun 31 Oct 2021 and can now be renewed.' In the bottom right corner of the messages section, there is an orange button labeled 'Renew', which is circled in red.



# Review your details

Review and update your

- Contact details
- Communication preferences
- Demographic information
- etc.

(This screen is very similar to the one you completed when you first registered)

## Membership Renewal

The membership for Expiry\_Test Admin is due for renewal. Please review the details then click **Next**.

To view other membership actions click [here](#).

### Introduction

The member form is split into four sections. Sections 1 & 2 collect personal details and your membership related choices, items marked with a red star are mandatory. Sections 3 & 4 allow you provide further information about yourself, and select communications options. New members can submit an application once Sections 1 & 2 are complete. Other sections can be completed as part of the application or after the application is approved. Members can update their information at any time by signing in to MemberMojo and choosing "Your Membership > My Details"

### Section 1: Personal Information

Section 1 collects personal information to identify you to the Association.

Note: you can't change your membership type. If you need this changed (e.g. you're now over 18, or have moved away) please DON'T renew yet, but email an Administrator at [memberadmin@surreybellringers.org.uk](mailto:memberadmin@surreybellringers.org.uk)

# Declaration

- You must read and tick to accept the Declaration (It's about half way down the screen)

Declaration

I apply for membership of the Surrey Association of Church Bell Ringers. I confirm I have read the Rules of the Association and am eligible for the membership option I have applied for. A link to the Rules of the Association can be found [here](#).

Once submitted your application will go to the Membership Secretary for review and confirmation. You will get an email acknowledging your application and another once it is processed.

Membership is subject to completion of this form and payment of your subscription. The Surrey Association reserves the right to refuse an application or request further information in support of it. The full annual subscription fee is due at the time of application and must be paid within 3 months. Subscription for any resident member joining on or after 1st October shall run to 31st December of the following year.

- Click “Next” at the bottom of the screen

# Confirm

On the confirmation screen:

- Review the details
- If they're correct, click "Checkout"
- Otherwise, click "Back" and make edits



## Confirm Your Membership Details

Please review the details below then click Checkout.

Name: Martin Crick

Previous Last Name (optional): \_

## Payment

Membership renewal: Resident Ringing Member: Adult, 2022-01-01 to 2022-12-31 £5.00

Total: £5.00

Back

Checkout

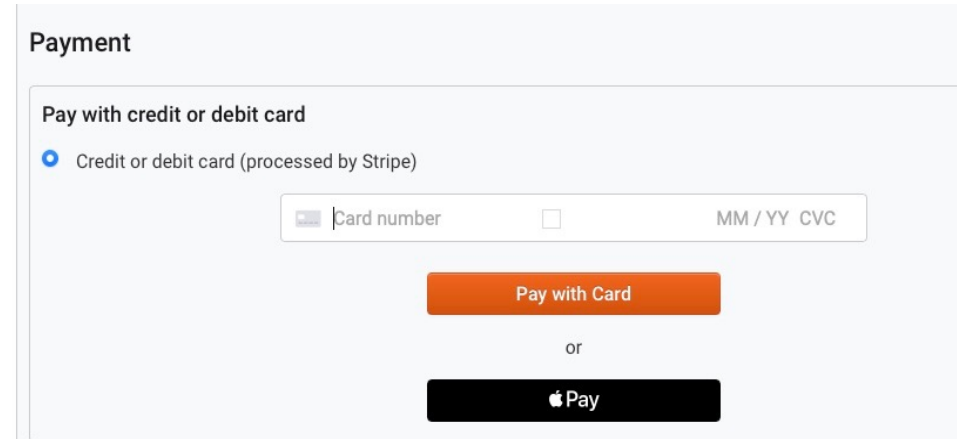
Cancel





# Pay by Card, Google Pay or Apple Pay

- **Preferred option**
- Receipt and renewal is automatic and immediate
- Card:
  - Enter card number, expiry date, CVC number
  - Click “Pay with Card”
  - Follow instructions on screen (card provider dependant)
- Apple or Google Pay (only visible if you’ve set it up already):
  - Click the button and follow instructions



The screenshot shows a payment interface with the following elements:

- Payment** (Section Header)
- Pay with credit or debit card** (Section Header)
- Credit or debit card (processed by Stripe)
- Form fields:  Card number,  MM / YY,  CVC
- Pay with Card** (Orange button)
- or
- Apple Pay** (Black button)

# Pay by Bank Transfer

- Next favoured option
- Receipt and renewal only when payment manually confirmed by Administrator

Pay with via tower contact, bank transfer or standing order

Via tower contact  
 Bank transfer  
 Standing order

Some towers collect or pay subscriptions for their members, please ask your tower captain or secretary to clarify the practice for your tower. Otherwise you can pay by bank transfer, or standing order, as follows:

Surrey Association of Church Bellringers  
Lloyds Bank  
30-80-37  
46508662

Important - please ensure the payment reference includes your member number (format 10nnn)

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Payment instructions will also be sent to you by email.

[Pay with Bank transfer](#)

- Choose option and click “Pay with Bank Transfer”
- Instructions emailed to you, including bank details and payment reference
- **YOU MUST INCLUDE PAYMENT REFERENCE &/OR MEMBERSHIP NUMBER AS YOUR BANK TRANSFER PAYMENT REFERENCE**

# Pay via Tower Contact

- Least favoured option  
- most manual work!
- Receipt and renewal only when payment confirmed by Administrator

Pay with via tower contact, bank transfer or standing order

- Via tower contact
- Bank transfer
- Standing order

Some towers collect or pay subscriptions for their members, please ask your tower captain or secretary to clarify the practice for your tower. Otherwise you can pay by bank transfer, or standing order, as follows:

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Payment instructions will also be sent to you by email.

Pay with Via tower contact

- Choose option and click “Pay via Tower contact”
- Pay your Tower Contact
- Tower Contact must
  - Pay District Secretary/Treasurer, preferably by Bank Transfer
  - Use TOWER NAME as Payment Reference for Bank Transfer
- Email list of names to District Secretary/Treasurer

# After Checkout

## Card, Apple/Google Pay:

- Confirmation screen displayed
- Payment Receipt and Renewal Welcome Pack email immediately sent
- No further renewal reminders

## Bank Transfer, Tower Contact:

- Confirmation screen displayed
- Payment instructions sent
- Reminders continue until payment confirmed by Administrator
- Receipt and Welcome Pack sent after payment confirmed