



Bulk Renew

User Guide for JustGo

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What is Bulk Renew?



Bulk Renew offers a quick and easy solution for JustGo Club Administrators to renew their Club Memberships for their members. Bulk Renew also provides dynamic views that are categorised based on analytical data to simplify Administrator's accessibility to their member records.

The club admins can access Bulk Renew from the Club Profile or from Menu.

Some screenshots and info in this guide may differ depending on subscription type.

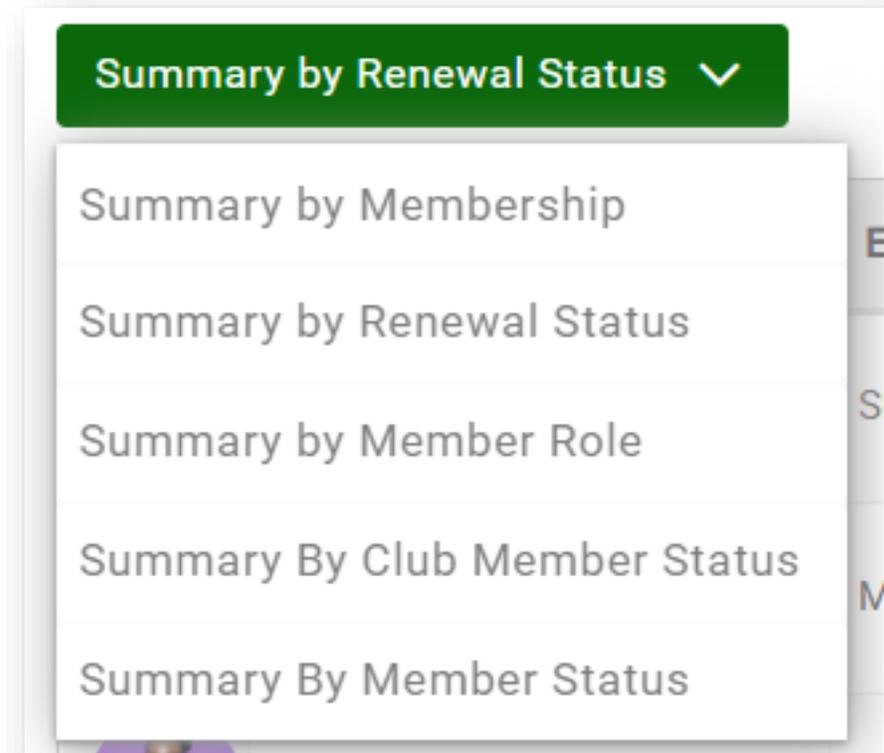
How do I access Bulk Renew?

Once you are logged in, the Bulk Renew will be located in your Menu under the My Club section.



Dynamic Views

You can select any of the following dropdown options to categorise your members View.



Renewing Memberships



Simply Select your club members by individually checking the tick box or click on **Select All** to choose all available members.

The screenshot displays the 'Club Members' management interface. At the top, there are navigation tabs: CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS (active), CLUB AFFILIATION, CREDENTIALS, and FAMILIES. Below the tabs, the 'Club Members' section includes a search bar and a 'Bulk Renew' button. Two circular progress indicators show 'All Members' (11) and 'Senior' (3). A 'Summary by Membership' dropdown is set to 'Senior'. A table lists the members with columns for Name, Email, Primary Club, Membership, and Renewal. The table contains 7 rows of data.

Name	Email	Primary Club	Membership	Renewal
Sienna Archer	SiennaArcher@jourrapide.com	Yes	Senior Expired: 01/01/2023	✓
Maddison Bond	MaddisonBond@jourrapide.com	Yes	Senior Expired: 04/01/2023	✓
Joe Bowen	JoeBowen@teleworm.us	Yes	Senior Expired: 31/12/2022	✓
Jayden Griffin	JaydenGriffin@armyspy.com	Yes	Senior Expired: 24/12/2022	✓
Mike Hawk	lindahawk@gmail.com	Yes	Junior Expired: 03/01/2023	✓
David Jones	david.jones@outlook.com	Yes	Senior Expires: 04/01/2024	This membership can not be renewed at this time.
Sara Jones	robert.jones@yahoo.com	Yes	Junior Expired: 01/01/2023	✓

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Proceed to Renewal

Then move to payment by selecting the Renew Button.

And Select Yes, Proceed to Cart.

