



A guide to renewing your membership

This guide is to assist with renewing or managing your membership at the online platform *membermojo*.

We kindly request that members submit their membership renewal by the expiry date of 1st September.

The system will send automatic reminder emails to ensure timely renewals.

Please contact the membership secretary as soon as possible if your Society email has changed or you wish to share a recently obtained email address.

1. Select the 'Sign In' button on our website home page.
2. On the 'Sign In' page enter your Society registered email address and select '**Sign In with email**'.
3. An email will arrive in your inbox where you must **select the time limited link**. This will take you to '*Your Membership*' page where you can view/amend your details.
4. To renew your membership, select the orange **Renew** button at the 'Your Membership' page.
5. Check your personal details, then select the orange **Next** button.
6. If all details are correct, select the orange **Check out** button.
7. Select one of the following payment methods.

PayPal / Credit Debit Card

- ◇ Follow the online instructions for each method and complete the payment.
- ◇ Membermojo will record the payment as complete and your membership is made active.
- ◇ An automated email is sent confirming membership for the new year and a payment record is created.

BACS / Cheque / new or existing Standing Order*

- ◇ Select one of these options and the payment details required for each option will be displayed.
- ◇ Make your payment using the details provided.
- ◇ Select the orange '**Pay with**' button.
- ◇ An automated email is sent confirming your membership and the payment is recorded as pending.
- ◇ When payment is confirmed your membership is made active.
- ◇ This will be confirmed by an automated email.

* If you change your payment method from a standing order, please ensure the order is cancelled at your bank.

If the time limited link has expired you can prompt another link by entering your Society email address.

After signing in, you may generate a password from the 'Change Password' option on 'Your Membership' page.

If you forget your password you still have the option to sign in by email.

Contact us:

If there are any queries regarding the system or your membership, use the 'membership enquiries' link which can be found at bottom of each page on membermojo or by emailing memsec@mrsoc.co.uk