



RIDER NET

Ride. Race. Enjoy.

How to approve Pending Club Members

Note: this section is only for Clubs who have set their memberships to go into 'Pending' when members make purchases

I want Online registrations that are paid by credit card go to Pending	Yes
Auto approve zero dollar online registration transactions	No
I want to receive a notification when a club membership is purchased online.	Yes
Send email notification to:	
Second email notification to:	

Once a rider has applied to become a Club member, the below steps and information will assist with Approving or Declining their applications.

As riders apply to become members, Clubs will receive email notifications and can find the Pending membership via their Admin page > Club > Manage Approvals

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The national body of
motorcycle sport in
Australia affiliated to the
Federation Internationale de
Motocyclisme [F.I.M]



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Manage Club

Manage Approvals

Admin Home

This will display those members who have applied for the Club's membership. The display will include their Name, Membership type, period, status, and cost.

Click 'View' to Approve or Decline the applicant.

Note: If you decline a member, you MUST include a reason, this will be sent to the member to explain why they had been declined.



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Club Member Approval

Member No: Status:

Firstname: Surname:

Search

ID	MEMBER NAME	TYPE	PERIOD	STATUS	COST	
		2022 Life Member	01-Jan-2022 31-Dec-2050	Pending Approval	\$0.00	View
		Junior Membership	01-Jan-2022 31-Dec-2022	Pending Approval	\$50.00	View

The status can be filtered to display, Pending Approval, Club Approved and Declined or searched for using RiderNet ID, First and Last names.

Once a membership is approved, the member will be sent a payment request email which needs to be completed, before they are finalised as a financial member.

Fred Bloggs,

Your club membership registration for membership type, at [redacted] has been approved. Please click on this [link](#), and completed submit your payment.

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After they have made payment, an email will be sent to the Club's email stating who has paid, which membership, the total, the Club, and their RiderNet ID.

You can check and verify these members under the 'Members' tab in the Manage Club menu.

Manage Club - Preston MCC

- Details
- Members**
- Financial Period
- Categories
- Membership Q's
- Terms & Policies
- Disciplines
- Products
- Email Members
- Reports

Members

Download Members

Type: Status:

Member Name: Expiry:

Search

ID	MEMBER	NAME	TYPE	STATUS	EXPIRY	
			2023 Senior Membership	Club Approved	31/12/2023	View Adjust Dates

From here, members can be filtered and searched, download listing of members, view their profiles and if required, adjust dates of membership dates.