The club treasurer's role is to record payments of "home club members". The club treasurer collects the SBU annual subscription and sends the funds to the SBU. Other members of the club may have their home club elsewhere, these are known as "away club members". The SBU constitution states all members of an affiliated club must be members of the SBU.

The recommended approach is to collect funds, record this act on Mempad, then pay the majority of club member subscriptions in one payment, prior to 30<sup>th</sup> November each year. Subsequent receipts may then be forwarded as and when convenient. As per the SBU constitution, subscriptions are due on 30<sup>th</sup> Nov. As of 1<sup>st</sup> January, unpaid members are labelled as lapsed and thus are ineligible to play in SBU events. From April 1st, new members and members returning after a long absence have no payment to make for the period of April 1 to August 31; provided that they have not taken part in SBU events earlier in the season.

## Payment Process

The club treasurer records payments received from home members - this is called the "First Tick". He/she then sends the due amount (for details how to, see later). Member Services receives the payment and updates MEMPAD with "Payment Confirmed" – this is called the "Second Tick". The Club Secretary, the Club Treasurer, and Club Mempad Administrator (if there is one) as well as the members themselves, can then see the member status as "Paid".

Logging on to Mempad by going to www.mempad.co.uk

Enter your username (= your SBU masterpoint number) Enter your password.

If you have forgotten your password, you should click on the "Request New Password' link. A separate guide is available – email <u>masterpoints@sbu.org.uk</u> to request this guide.

Once logged on, the treasurer will be able to see a menu with various options:

- 1. View club details see page 2
- 2. Record Payment see page 3



## <u>Club Details</u>

Clicking on "Club Details" will show the following screen:

10115								
HUME	MP NUTICES	MY PUINTS	MY CLUBS	MY CONTACTS	CONTACT THE SBU	HELP		
Home	20							
CLUE	3 SECRETARY			Clube havin	a Mi			
Club	Details			Ciaba nuvin	91.0			
List N	Members by Nam	e		Reference		Name	Club	District
List N	Members by			Peebles ( E/PE	<u>B)</u>	Peebles	E/PEB	East
Hom	e/Away Status							
Requ	est New SBU							
Mem	ver							

You may then click on the club name to show the details of the club as follows:

HOME	MP NOTICES	MY POINTS	MY CLUBS	MY CONTACTS	CONTACT THE SBU	HELP				
Home	» Peebles ( E/PE	3)								
CLUE	3 SECRETARY			Peeble	ps (F/PFR	)				
Club	Details			1 00010		/				
List N	List Members by Name			CLUB CODE: E/PEB						
List N Home	List Members by Home/Away Status Request New SBU Member			NAME: Peebles						
<u>Requ</u> <u>Mem</u>				ETRANSFER D	DATE: 29-Aug-2014	MDC BALANCE: CAE	_			
Add H Mem	<u>Existing SBU</u> ber			SECRETARY:			EXAM.	K		
CLUE	3 TREASURER			IT CONTACT			r			
<u>Club</u> <u>Reco</u>	Details rd Payment			EMAIL IT CONTA	ACT: pe Point Certificate Payme	ent Record:	8			
MEN	אדארו מיזמו									

Note: for clubs sending in masterpoints by xml file the current certificate balance is shown. **Treasurers should ensure that the balance does NOT descend to zero.** 

Details are shown as follows:

the name of the Club Secretary, Treasurer, Mempad Administrator, and the club's email address (if it has one), and also the email address to which automated emails are sent on processing of masterpoint xml files.

NB. Club officers currently do not have authority to change any of this data.

If any data do need to be changed, please contact <u>masterpoints@sbu.org.uk</u>.

## **Record a Payment**

Selecting this menu option will display the following screen:

-7	MEMPAD Membership and Master Point Administration Database									
•	IOME		E8	MY POINTS	MY CLUBS	MY CONTACTS	HELP	СLUBMEM		
	Home	» Treasurer	Upda	ate (effective fo	or the 2020-21	season)				
	Treasurer Update (effective for the 2020-21 sea									
	<u>CLUB</u>	TREASURER	- ME	MBERSHIP & M	EMPAD INFOR	MATION				
	This information is for club Treasurers, to help you record SBU home club membership payments on MEMPAD. Ti be it a bank transfer or cheque.								nts on MEMPAD. Ti	
	The main MEMPAD payment recording screen covers three playing seasons; namely current season, previous and can always be done for the current season at any time. Payment for previous and/or next seasons can only be dc We strongly encourage club Treasurers to record your member's payments on MEMPAD as early as possible, sinc								ason, previous and ons can only be dc ly as possible, sinc	
	NB. T	he MEMBERS	HIP s	season (= PLAYI	NG season) ru	ns from 1st Septen	ber to 31	st August;		
	Playe	r subscription	ns be	come payable	from 1st Septe	mber, payment due	no later	than		
	8	oth NOVEME	BER.							
	<u> Paym</u>	Payments can be recorded for current/previous/next seasons as follows:								
	CURR	CURRENT SEASON: any time during the SBU membership year Sept 1 thru to Aug 31.								
	PREVI	PREVIOUS SEASON: during the period Sept 1 to April 30.								
	<u>NEXT</u>	NEXT SEASON: during the period Apr 1 to Aug 31.								
	when an dense week weeks were for a such a large side state de annu de state de annu state a de be									

## Including, at the bottom of the screen the following:



You must click on the "I understand...." link to continue. This shows the following screen

Please choose the club you wish to process membership payments for:

Title		#Home Members	#Current Season Submitted Payment to Club	#Current Season Members Confirmed as Paid	#Current Season Members Not Paid
Peebles ( E/PEB )	<u>Process</u> <u>Payments</u>	<u>113</u>	2	0	113
le an t	h a Drea		un onto kin la		

Click on the Process Payments Link.

This results in a full list of all 'Home' members as shown overleaf.

Click on the number shown in each category (underlined and in blue) to obtain a listing of any members in that category.

The list shown is a list of all members of the club who are HOME club members.

The responsibility of ensuring members are correctly notated as either "home" or "away" lies with the club secretary, **not** the club treasurer.

You should now select each person for whom you wish to send payment - tick the box at the start of the line. Clicking on the top box will select ALL.

If you have a total of say 50 members, but are only paying for 40, then tick "ALL", and then un-tick those 10 that have not paid.

Ensure, for each person selected, that the correct season is set at ....... (Last Season, Current Season) as appropriate. Click on the Create Payment Record button.

C	create Payn	nent Record				
	Number	Membership ID		Current Season Payment Status	Season Payments already submitted*	New Payment - Season Selector
	1	1	<u>Contacts</u>	Payment Confirmed by SBU	15/16, 16/17	LAST SEASON CURRENT SEASON
	2		<u>Contacts</u>	Payment Confirmed by SBU	15/16, 16/17	<ul> <li>LAST SEASON</li> <li>CURRENT SEASON</li> <li></li> </ul>
		h.,		Payment	· · · · · · · · · · · · · · · · · · ·	* O LAST SEASON

After confirmation, this will submit the payment record and will send you a confirmation email with the amount  $(\pounds)$  to be paid and details of how to pay.

The club treasurer is also responsible for making payment of the club annual affiliation fee. There is no need to make any Mempad update for this.

Subscription Rates	2020-2021
Club Member – Junior	£5
Club Member – Regular (Adult)	£10
Club Member – Senior	£10
Direct Member- All ages (excludes SBU magazine)	£13
Club Affiliation fee	£0

<u>Please follow the directions as to how payments should be made.</u> For example; if by cheque then where to send it, and if by internet bank transfer, how to notify this to the right people.