



## How to renew junior memberships

In order for club admin to allocate and renew children's membership for the 20-21 membership year, please follow these instructions:

1. Log into ENgage
2. In the 'My Organisations' box, select the thumbnail next to your club
3. Click 'Members'
4. In the grid, select the figure within the first row of the the lapsed column of the table
5. Select the arrow at the top left hand corner of the grid
6. Click 'Select all'
7. Un-click the circle next to any individuals that you do not wish to buy a 20-21 club membership for
8. Select 'More' then 'Buy membership'
9. Select the wanted membership package
10. Click 'Add to order'
11. Check the details then select 'Add to order'
12. Click the circle next to the wanted payment method
13. Enter your name into the First Name and Last Name fields
14. Select 'Pay Now'
15. Enter your payment details

**Please note, the instructions will be required to be followed to renew membership for each membership type e.g U11/U14/U18**