

# AUTOMATED MEMBERSHIP RENEWAL REMINDERS

## 1. System emails member a renewal reminder 2 weeks before expiry date

**From:** IPPS no-reply@ipps.org  
**Subject:** IPPS Account Renewal Reminder  
**Date:** 15 December 2015 at 15:28  
**To:** hansjurgen.sittig@gmail.com



Dear Hanstest14dec.

A kind reminder that your IPPS membership will be up for renewal within two weeks. Please login to My Profile on [www.ipps.org](http://www.ipps.org) to renew your membership online for another year.

Act now to ensure continued access to the online Proceedings Library.

Looking forward to your continued support.

Regards,  
Secretary

You are receiving this email because you are registered as an IPPS member. If you received this email by mistake, please contact the IPPS Secretary on [secretary@ipps.org](mailto:secretary@ipps.org).  
For more information visit our website on <http://www.ipps.org/>

## 2. System emails member a renewal reminder on the day membership expires

**From:** IPPS no-reply@ipps.org  
**Subject:** IPPS Membership Renewal Reminder  
**Date:** 21 May 2016 at 03:04  
**To:** hansjurgen.sittig@gmail.com



Dear test.

A kind reminder that your IPPS membership expires today.

Please login to My Profile on [www.ipps.org](http://www.ipps.org) to renew your membership online for another year.

Act now to ensure continued access to the online Proceedings Library.

Looking forward to your continued support.

Regards,  
IPPS Secretary

You are receiving this email because you are registered as an IPPS member. If you received this email by mistake, please contact the IPPS Secretary on [secretary@ipps.org](mailto:secretary@ipps.org).  
For more information visit our website on <http://www.ipps.org/>

# MANUAL MEMBERSHIP RENEWAL REMINDER - MANAGE USERS / Manage Site Users / expired

1. Select filter 'Expired' for a list of expired members

Manage Site Users

Expired [Date From] [Date To] [Submit]

Manage Site Users

25 records per page

ID	Site	Full Name	Lastname	E-Mail	Membership	Expires	Access	
1644	Western Region of North America	Matthew	Roundtree	matthew.roundtree@gmail.com	Student individual membership	2016-01-01	Enabled	[Edit] [Delete]
1640	Western Region of North America	Marilyn	Griffin	marilyn.griffinramos@hotmail.com	Student individual membership	2016-01-01	Enabled	[Edit] [Delete]
1638	Western Region of North America	Mary	Fazekas	mzeke1@yahoo.com	Student individual membership	2016-01-01	Enabled	[Edit] [Delete]
1637	Western Region of North America	Ryan	Anderson	rdanderson@cpp.edu	Student individual membership	2016-01-01	Enabled	[Edit] [Delete]

2. In member edit click 'send email reminder' to mail a renewal reminder

Sites & Users > Edit Site User

Edit Site User

Created On: 2001-01-15 00:00:00

Membership: Student individual membership

Membership Expires: 2016-01-01 [Send E-Mail Reminder]

Invoice No.: 001510

Amount: 55.00

Items: Student individual membership

Paid: Yes (Ref: import: 2015-10-10)

Full Name: [Matthew]

Lastname: [Roundtree]

3. Confirmation message in green

Sites & Users > Edit Site User

The membership renewal was successfully sent!

Edit Site User

Created On: 2016-05-20 04:48:06

Membership: Basic individual membership

Membership Expires: 2016-05-01 [Send E-Mail Reminder]

Invoice No.: 002856

Amount: 1145.00

Items: Basic individual membership

Paid: No [Mark As Paid]

Full Name: [test]

4. Renewal reminder text, sent to member & secretary

IPPS

To: Hans-Jurgen Sittig

Reply-To: no-reply@ipps.org

IPPS Membership Renewal Reminder

Today at 13:56

Dear test,

A kind reminder that your IPPS annual membership has recently expired.

Please login to My Profile on [www.ipps.org](http://www.ipps.org) to renew your membership online for another year.

If you have renewed your membership, please contact us and we'll update our records.

Looking forward to your continued support.

Should you wish to cancel your membership, please send us an e-mail and we'll take you off our list.

Regards,  
IPPS Secretary

You are receiving this email because you are registered as an IPPS member. If you received this email by mistake, please contact the IPPS Secretary on [secretary@ipps.org](mailto:secretary@ipps.org).  
For more information visit our website on <http://www.ipps.org/>.

# PAYMENT CONTROL MANAGE USERS / Manage Site Users / edit

1. If paid via PayPal, system sets paid status automatically to 'Yes'

Sites & Users > Edit Site User

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**Edit Site User**

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**Created On:** 2016-04-20 01:54:58

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**Membership:** Test only

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**Membership Expires:** 2017-04-20

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**Invoice No.:** 002736

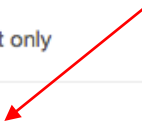
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**Amount:** 1.00

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**Items:** Test only

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**Paid:** Yes (Ref: 8X892374YN9358707) 

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**Full Name:**

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**Lastname:**

2. 'Mark as Paid' manually for payment received other than via PayPal

Sites & Users > Edit Site User

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**Edit Site User**

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**Created On:** 2016-04-07 14:35:48

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**Membership:** Basic individual membership

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**Membership Expires:** 2017-04-07

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**Invoice No.:** 002718


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**Amount:** 96.00

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**Items:** Basic individual membership

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**Paid:** No  

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**RESET EXPIRY DATE MANUALLY**

1. Click in 'Membership Expiry' field to manually reset the expiry date using the system calendar

<b>Membership Expiry</b>	2017-05-23																																																	
<b>Printed Proceedings:</b>	<table border="1"><thead><tr><th colspan="7">&lt; May 2017 &gt;</th></tr><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td><b>23</b></td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></tbody></table>	< May 2017 >							Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	<b>23</b>	24	25	26	27	28	29	30	31			
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Cancel Update

## Process flow: New member application & Membership renewal

