



PROCEDURES FOR 2010 ON-LINE MEMBERSHIP RENEWALS

CLUBS ELECTING DISCOUNT PROGRAM (\$25 RENEWAL DUES)

1. Club provides AGA with details of Membership
 - a. Club Contact
 - b. Contact email
 - c. Contact telephone
 - d. 2010 Dues (can choose full club dues or just AGA's portion)
 - e. Details of club benefits (optional)
2. Beginning 10-15-2009, members can begin renewing memberships for 2010
 - a. Member will be asked to update profile (address etc)
 - b. Member will be given a sign-up gift (choice of several gifts offered by AGA partners (\$10 value))
 - c. Member expiration date will be extended to 12-31-2010
 - e. Club contact will be notified via email that the member has renewed
 - f. AGA membership card and gift card will be mailed directly to him
 - g. AGA will absorb credit card processing fees
3. Beginning in December, a club administrator will be able to log in to azgolf.org (using EZLinks admin and password information) and pay via credit card, for those members that do not have access to the Internet.
 - a. Once logged in, they will be able to pull down entire club roster from EZLinks. Those members who have already renewed their membership will be flagged.
 - b. Administrator will be able to select those members that he is paying for online
 - c. Once selected each of the members' profiles will be listed (address, City State and Zip) as well as email (optional field). The administrator will be required to verify, edit and confirm each member's address individually. Once completed, they will be asked to electronically sign the submission form.
 - d. Each of the member's will have his expiration date extended to 12-31-2010
 - e. The administrator will have the opportunity to choose ONE gift card (value of \$10) that will be sent to these members.
 - e. The club contact will receive a confirmation email about the signups
 - f. AGA Membership card and gift card will be mailed directly to the members.
4. In early January, AGA will prepare the club billing based on those members on the roster as of January 1. (We may be able to set it so that it will automatically remove those that have not paid as of 12-31-2009)
 - a. The club will receive a credit for the dues collected by the AGA
 - b. If there is a balance still outstanding, the Club will receive an invoice for the amount still owing.
 - c. If AGA has collected more in dues that is owed, the club will be sent a check by January 10.
 - e. Thereafter, the club account will be reconciled monthly and a check issued by the 15th of the month.