


## Guide to competing the Clubs New Zealand online Annual Membership Update

In early December you will receive an email asking you to complete the Clubs New Zealand Annual Membership Update – click the link within the email to open your clubs form.

Much of the form is made up using text, check box or drop down fields and you simply need to go through the form and amend where updates are required.

### MEMBERSHIP NUMBERS




#### CLUBS NEW ZEALAND ANNUAL MEMBERSHIP UPDATE

The following information is recorded against **Hospitable Club**  
Please check the information and make any corrections or additions as required and return **no later than 4pm, 20 January 2017** This form is used to determine your clubs annual subscription for the year. An automatic penalty of 10% will be added to your previous years membership numbers if this form is not received on time.


#### MEMBERSHIP NUMBERS

I,

of the Hospitable Club  
confirm that the total membership of the club as at **31 December 2016** was;

 All financial (non returned service) members

Junior Membership?  Yes  No




 All Returned Service Members (if applicable)


RNZRSA Membership?  Yes  No

I make this declaration with the full knowledge of the clubs board/executive. This declaration is consistent with all member requirements under the Clubs New Zealand Constitution;

Step	Guide
1	The person completing the form on behalf of the club must enter their name in the space provided
2	<p>As per section 7 of the Clubs New Zealand Constitution the information provided on this form will be used to determine your club's annual subscription for the year January 1st 2019 – December 31st 2019, your support with accuracy of this information is extremely important.</p> <p>The number of individual members you must declare to Clubs New Zealand will be based off the total number of financial members of your club across all membership categories as at 31<sup>st</sup> December 2018 – i.e. your membership numbers at the end of 2018 are used to calculate the clubs capitation for the 2019 year.</p>
3	Please ensure you tick the box to confirm that the person completing the form does so in the full knowledge of the club's board/executive and that the membership numbers recorded are a true and accurate reflection of your members as at 31 December 2018.

## KEY CONTACT DETAILS

KEY CONTACT DETAILS							
Role(s) 	First Name	Last Name	Status 	Phone	Email	Primary Contact	Remove 
Vice President	Hairy	Maclary	Committee	Phone		<input type="checkbox"/>	
Secretary	Muffin	Mclay	Management	Phone		<input type="checkbox"/>	
President	Bottomley	Potts	Committee	Phone		<input type="checkbox"/>	



### Step Guide

1 The key contacts section of the form is pre-populated based on the key contact information we already hold on file for your club.

The most important fields in updating the contact details are **Role(s)** and **Status**

**Roles** is the job title/position currently held by the key contact i.e. President

**Status** tells us whether the contact is in a committee or management position or whether they are no longer a key contact for the club.

### 2 Updating the contact detail of a key contact already displayed on the form

You can change the phone/email details for each contact by typing the new details into the applicable field

**EXAMPLE:** (using the image above) Hairy Mclary is now the President of the club – so you need to remove “Vice President” from the **role** field and type in President. You don’t need to change the **status** field as Hairy Mclary is still a current committee member.

The previous President Bottomley Potts is no longer a key contact for the club, as he no longer holds a position on the committee so you will need to update his **Status** to “Previous Committee”. **You do not delete this person from the system.**

If Muffin Mclay is no longer the Secretary of the club update the **Status** to “Previous Management”. To enter the contact information for the new Secretary, select “**New Key Contact**” as outlined in step 3 below.

### 3 Adding New Key Contact Details

You can now add the details for all key contacts in the club – full committee and management team.

To add a person not already displayed on the form click the “**New Key Contact**” button. You will need to complete all the required fields to add the new contact.