

# 2026 Renewal Checklist

(updated 9/10/2025)

## Manual Roster Management

- ☐ Review the resources on the [Renewal Hub](#) and consider transitioning to online payments and automated roster management, [learn more about automation](#)
- ☐ For 2026, the membership dues will be \$48 for each active member on your club roster.
- ☐ Communicate renewal info to your club
- ☐ If there are any changes to your Club Rep contact info, submit the [NCGA Club Rep Form](#)
- ☐ Ensure your billing contacts & admins in Memberplanet & USGA Admin Portal are correct. [How to update billing contacts in Memberplanet video guide linked here](#)
- ☐ Manually collect renewal dues from your members, either cash or check
- ☐ Assure all members have current and unique email addresses on their profiles
- ☐ Manually add new members to your roster after *January 1, 2026*, [adding new members video guide linked here](#)
- ☐ Manually remove members, from your club roster, that are not renewing with the club before *January 31, 2026 at 5:00 pm* [removing members video guide](#)
- ☐ NCGA invoices will be sent electronically in the first week of February 2026.
- ☐ Pay invoices either by check or online by the end of each month

## Automated Roster Management

- ☐ Review the resources on the [Renewal Hub](#)
- ☐ For 2026, the membership dues will be \$48 for each active member on your club roster. Be sure to update your club dues in the Memberplanet automation.
- ☐ If there are any changes to your Club Rep contact info, submit the [NCGA Club Rep Form](#)
- ☐ Ensure your billing contacts & admins in Memberplanet & USGA Admin Portal are correct. [How to update billing contacts in Memberplanet video guide linked here](#)
- ☐ If your automation and online payments are set up correctly, the following items will be done automatically through your club's Memberplanet Platform
  - ☐ Members will receive an email to renew their membership
  - ☐ Members can renew/pay online
  - ☐ Members that don't renew will automatically be lapsed
  - ☐ Club Invoices paid automatically every month

