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, 2025 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

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