2027 Renewal Checklist

(updated 9/8/2026)

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 2027, the **membership dues will remain at $48** for each active member on your club roster
- ◯ Communicate renewal info to your club, through either your club newsletter or the Memberplanet Email feature.
- ◯ Manually collect renewal dues from your members, either cash, check, third party platform
- ◯ Manually add new members to your roster **after *January 1, 2027***, adding new members video guide linked here
- ◯ Manually remove members, from your club roster, who are not renewing with the club **after January 1, 2027, but before *January 31, 2027, at 5:00 pm,*** Removing Members Video Guide Here
- ◯ Ensure all members have an email address on file
- ◯ Ensure that all members have a date of birth on file. Or correct any member that has a placeholder DOB (usually 1/1/1900)
- ◯ 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
- ◯ NCGA invoices will be sent electronically in the first week of February 2027.
- ◯ Pay invoices either by check or online by the end of each month

Automated Roster Management

- ◯ Review the resources on the Renewal Hub
- ◯ For 2027, the **membership dues will remain at $48** for each active member on your club roster. If there are any changes to your club dues, update your Membership Levels in your Memberplanet portal.
- ◯ If the club is a Calendar Year Club and uses online payments and Membership Levels. Be sure to close your Membership level for new members until **after January 1, 2027**. This will not affect renewing members, who can renew during the renewal season.
- ◯ Anniversary Year Clubs can continue to operate as normal and add new members at any time.
- ◯ Check your automations and reminder settings. 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
  - Member who don't make a renewal payment will automatically be lapsed
  - Club invoices can be paid automatically every month
- ◯ Ensure all members have an email address on file
- ◯ Ensure that all members have a date of birth on file. Or correct any member that has a placeholder DOB (usually 1/1/1900)
- ◯ 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

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