

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, that are not renewing with the club **before January 31, 2027 at 5:00 pm** [removing members video guide](#)
- ☐ 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](#)

