

Example of Club Update

Refer to the Membership Overview

As soon as possible after registration...

Excel list: Bold changes and add comments in an empty column. Mark inactive members with an x in an empty column or beside the registration number.

Add new members at the bottom of the list or in an email.

Or: Use this example

Club # 0000

Inactive or **Deceased:**

810250 John Down

801520 Mary Gray

Transfer: from & to

Number plus name and club if known

8***** ---- ---- from 0110

8***** ---- ----- to 0105

Rejoin:

Number (if known), name and address information

Duplicate: What other clubs (s)? *Members can only be marked active at one club no matter how many clubs he or she joins. They need to pay affiliation fees and get a sticker for the district they want to enter competitions.*

Add New

Name & (Male, Female, MJR, FJR)

Address

Phone

& Birth date for 25 and under only

Remind new members to keep their card forever!!

Replacement Cards:

\$ 5 per card - send cheque with the request for replacement cards.

Unused stickers and the refund request form are to be submitted before the end of August. **No refunds allowed after August 31.**

Membership information and forms are available on the web site - www.OLBA.ca

Elaine Stevenson

elaine.stevenson@sympatico.ca

OLBA Data Base Administrator

membership@olba.ca

23018 Lakeridge Rd RR2

Sunderland, ON L0C 1H0 705-228-8058