**Example of Club Update Refer to the Membership Overview**

**As soon as possible after registration…**

**Previous year’s excel list:** Bold changes and add comments in an empty column. Show inactive members with **x** in an empty column or **x** in the gender column.

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

Or: Use this example

**Club # 0140**

**Inactive** or **D**eceased:

810250 *John Down*

801520 *Mary Gray*

**Transfer:** from & to

Number plus name of club if known

8\*\*\*\*\*\* ---- ----

8\*\*\*\*\* ---- ------

**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 have a**

**sticker for the district they want to enter competitions.**

**Add New**

Name & (**M**ale, **F**emale, MJR, FJR)

Address

Phone

& Birth date for 25 and under only

**New Member Cards**: Clubs will make cards for new members and people who have lost their card. After the club update, add registration number and year joined in brackets example: **841234 (2016)**. File posted on olba.ca.

**Reconcile Membership Numbers**: If you have more members than you paid for, remit OLBA affiliation fees for the additional members ***no later than******August 31.***

**Credit Request:** ***August 31 -* Final** request for credit of affiliation fees if membership is lower than previous year **(credit applied to invoice the following year). No credit allowed after August 31.**

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

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*OLBA Data Base Administrator*

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