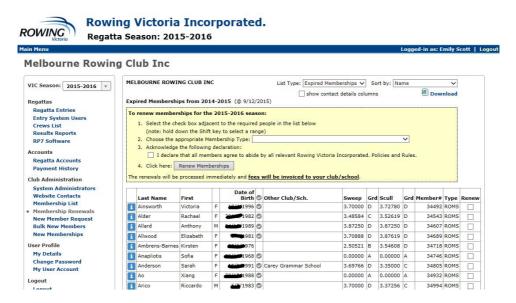
## **Upgrading Memberships**

Only individuals with competitive state memberships are able to be entered in regattas. Only individuals with verified ID/Date of Birth are able to allocated a competitive state membership.

Clubs can reclassify individuals from recreational to competitive membership by selecting **Membership Renewals** to display all Club members registered in Rowing Manager.



This will default to your Club's Expired Memberships. Change this to Financial Members then select the individual by clicking on the information icon beside the individual's name.

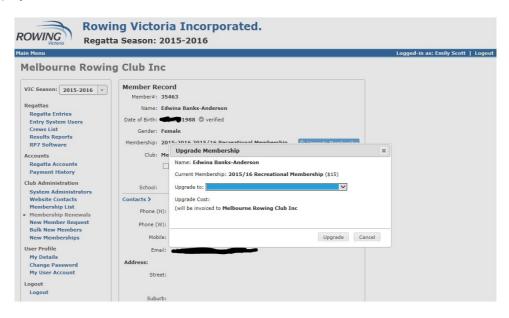


You will not be able to reclassify an individual to competitive membership if they don't have a beside their date of birth. The indicates that their ID and Date of Birth have been verified by Rowing Victoria.

The individuals member record is displayed. Click on **Upgrade Membership** to regrade the individual to a competitive membership.



Assuming that the individual has a verified ID & Date of Birth then a pop-up box and allow you to select a valid membership. Click on Upgrade to save the change. Otherwise, an error message will be displayed.



The incremental change in State Membership will be invoiced to your Club by Rowing Victoria.